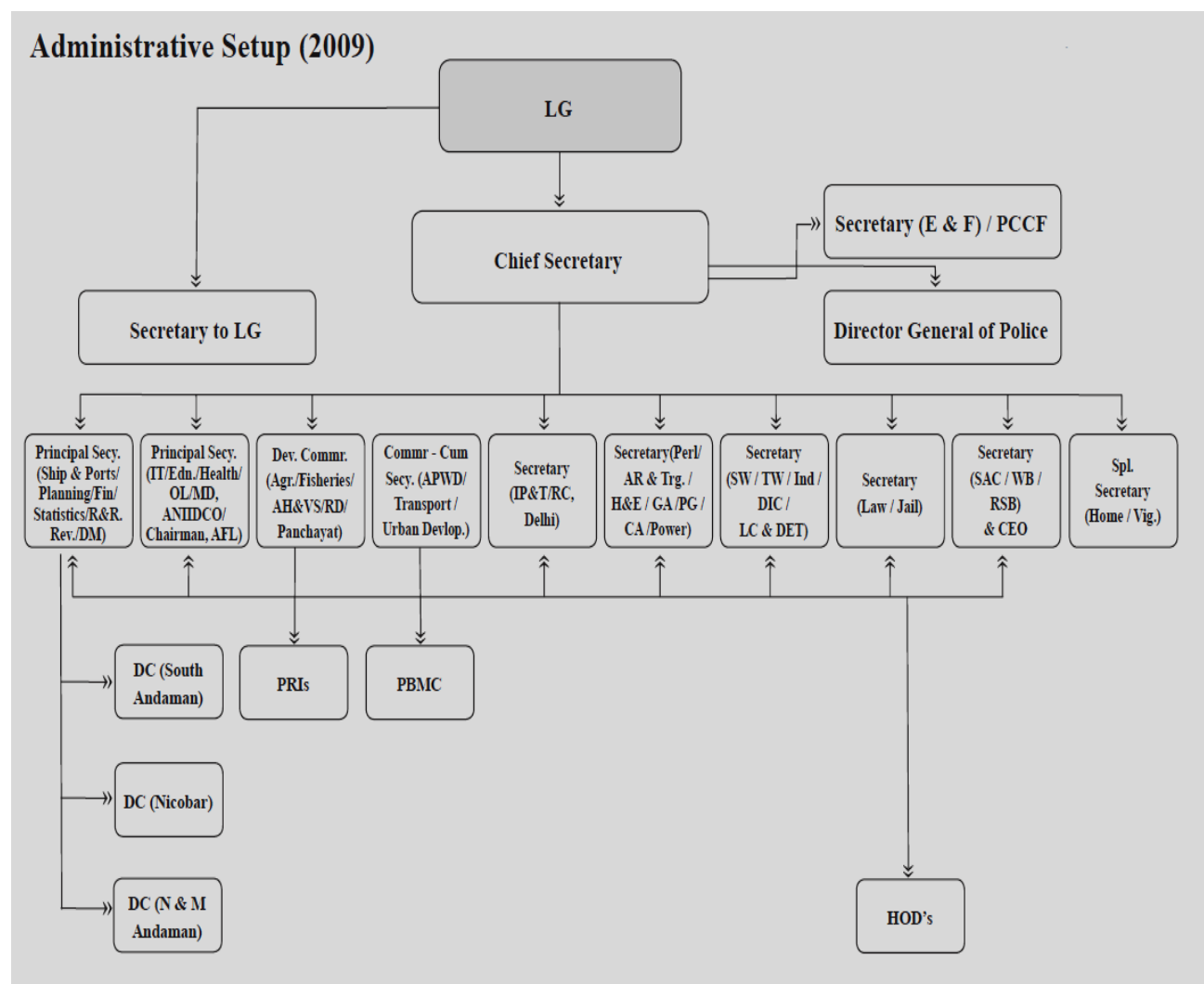


Secretariat Organization

(i) The Union Territory is administered by the President of India through the Lt. Governor, who is appointed by him under Article 239 of the Constitution. The Administrative setup of the Andaman and Nicobar Administration is shown in the Organizational chart below:



The Secretariat of the A&N Administration is located at Sri Vijaya Puram and is headed by Chief Secretary, an officer in the grade of Additional Secretary in the Govt. of India.

(ii) The business of the Administration is distributed amongst the various sections of the Secretariat. A list of various sections in the Secretariat is as given below:

Lists of the Sections in the Secretariat

1. Administrative Reforms and Training Section
2. Archives Section.

3. Cash Section.
4. Education Section
 - i) D-III Section (School Education)
 - ii) D-IV Section (Higher Education)
5. Finance Section
 - i) Finance Section-I
 - ii) Finance Section - II
6. General Administration Section
 - i) Housing & Estate.
 - ii) Protocol Section.
7. Home Section
8. Labour Section
9. Legal Section
10. Litigation Section
11. Medical & Public Health Section.
12. Personnel Section
 - i) Personnel Wing - I
 - ii) Personnel Wing - II
 - iii) Confidential Cell
13. Planning Section
 - i) Monitoring & Evaluation.
 - ii) Programme Implementation & Twenty Point Programme.
 - iii) Relief & Rehabilitation.
14. Power Section
15. PWD & Urban Development Section
16. Revenue Section
17. Rural Development & Panchayat
18. Shipping Section
19. Vigilance Section

(iii) The authority and functions of the Secretariat Officers and also the duties of Group 'B' , 'C' (Ministerial) and 'D' staff under the Administration are given below:-

Chief Secretary

(i) The Chief Secretary is the Head of the Secretariat organization. He also functions as (a) Chief Vigilance Officer, (b) Chairman of A&N Islands Port Management Board, (c) Vice Chairman of Andaman Adim Janjati Vikas Samiti, (d) Chairman of Andaman & Nicobar Islands Integrated Development Corporation.

(ii) Besides the regular Secretariat functions in respect of the department/offices/ branches of the Secretariat under his charge, he is entrusted with the following special functions.

(a) Responsible for inter-departmental coordination between various department of A&N Administration;

(b) Routine liaison and coordination work with the departments of the Central Govt./ Defence Establishments in A&N Islands;

(c) He is principal adviser to the Lt. Governor on all matters of policy and administration;

- (d) Supervising responsibility over the Secretariat;
- (e) Responsibilities for matters relating to Home and Security;
- (f) Responsibilities for Political matters.
- (g) Responsibilities for matters not falling within the categories of subjects assigned to other Secretaries.

Commissioner - Cum-Secretary / Secretary:-

(i) A Commissioner - cum - Secretary/Secretary is ordinarily in - charge of more than one Branch of the Secretariat. The Secretaries of the Administration are normally assisted by Joint Secretary / Deputy Secretary / Junior Analyst /Accounts Officer / Assistant Secretary / Office Superintendents and other subordinate staff.

Special Secretary:-

The Special Secretary is an officer who acts on behalf of the Secretary. He holds charge of one or more sections in the Secretariat and is responsible for his disposal of Government business dealt within the section under his charge. He should use his discretion in taking orders of the Secretary on more important cases, either orally or by submission of papers.

Joint / Deputy / Assistant Secretaries / Branch Officers:-

- (i) An officer-in-charge of one or more sections is called Branch Officer. He / She may be of the rank of Joint Secretary / Deputy Secretary / Junior Analyst / Assistant Secretary / Accounts Officer, or any other officer of equivalent or higher rank.
- (ii) Beside the specific duties that may be allotted to the Branch officers by a general or special order of this Administration, the general duties of a Branch officer are:-
 - (a) To ensure strict discipline in the sections under his charge;
 - (b) To ensure that the instructions relating to disposal of Government business are strictly adhered to;
 - (c) To receive visitors and see that their requests, complaints and grievances are attended to;
 - (d) To be responsible for prompt disposal of work in the sections under his charge;
 - (e) To go through the dak and give directions to the official/officer for its disposal;
 - (f) To deal with urgent or important receipts/ cases himself and to dispose of as many cases as possible on his own initiatives and responsibility after discussion with higher officers;
 - (g) To keep a watch over timely submission of weekly and monthly arrear statements and other returns and scrutinize them;
 - (h) To keep watch over pending Court Cases and progress on implementation of Court Orders on weekly basis and to submit monthly statements on progress to concerned Secretary.
 - (i) To allocate subjects to Dealing Clerks in the Branches in consultation with the Section Officer concerned
 - (j) To make surprise visits to the section to check attendance and to see that the various instructions issued from time to time are strictly observed;

- (k) To inspect the sections once in six months and to submit an Inspection Note to Secretary/Higher officer;
- (l) To keep himself acquainted with the moral and conduct of the staff working under him;
- (m) To discuss with the Section Officer, from time to time measures necessary for expeditious disposal of Government business; and
- (n) To deal with any other work assigned by the higher officers.

Private Secretaries

(a) Sr.PS / Private Secretary to Lt. Governor

1. Maintenance of Secret file in the LG's Personal section.
2. Maintenance of ACR dossiers in respect of gazetted officers of A&N Administration.
3. Arranging meetings, engagements for LG and preparation of engagement diary;
4. Arrangements in connection with LG's tour to mainland and within the Islands;
5. Screening the telephone calls and the visitors in a tactful manner;
6. Maintaining, in proper order, the papers required to be retained by the Officer;
7. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
8. Carrying out the corrections of the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
9. Generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss;
10. Attending to duties in the Raj Niwas during VVIPs/VIPs visits;
11. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons;
12. Overall supervision of work in the LG's Personal Section.

Other Sr.PS / Private Secretaries / PAs attached to Secretaries

1. Maintenance of Secret files in the Personal Sections of Officers.
2. Arranging meetings and engagements for Chief Secretary/Dev. Commissioner/ Commissioner-cum-Secretary/Secretary and preparation of engagement diary.
3. Arrangement for the Inter-island/mainland tours of Chief Secretary/ Dev. Commissioner/ Commissioner-cum-Secretary/ Secretary.
4. Taking dictation in shorthand and its transcription in the best manner possible;
5. Screening the telephone calls and the visitors in a tactful manner;
6. Maintaining, in proper order, the papers required to be retained by the Officer;
7. Keeping a note of the movement of files, seen by his officer and other officers if necessary;
8. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
9. Carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;

10. Generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.
11. Attending the duties during VVIPs/VIPs visit etc.
12. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.
13. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
14. To arrange for monthly statement of pending Court Cases and progress on implementation of Court directions and submit before the Secretary.
15. Overall supervision of the Personal Section of concerned Commissioner–cum-Secretary/Secretary.

Personal Assistants & Stenographers

The principal duties and responsibilities of the Personal Assistants and Stenographers are:-

1. Taking dictation in shorthand and its transcription in the best manner possible;
2. Receiving all communications brought by hand which are either addressed to the Officer by name or marked “Confidential” “Secret”, “Top Secret” and all telegrams and wireless messages on behalf of the officer;
3. Screening the telephone calls and visitors in a tactful manner;
4. Fixing up of appointment and, where necessary, canceling them;
5. Keeping an accurate list of engagements, meeting etc, and reminding the officer in sufficient time for keeping them up;
6. Maintaining in good order the papers required to be retained by the officer;
7. Ensuring that the matters dealt with by the officer are not lost sight of and dealt with promptly and in due order;
8. Maintaining Telephone Trunk Call Register and verifying Call Bills;
9. Keeping a note of the movement of files passed by his officer to other officer;
10. Keeping track of the progress of the action taken by the officers concerned on important matters as required by his officer;
11. Destroying by burning his stenographic records of classified documents after the communication have been typed and issued;
12. Familiarizing himself with the practice and procedure followed in connection with the tours of officers;
13. Carrying out corrections to his officer’s Reference Books; and making fair copies of draft / official letters to be signed by the officer;
14. The Personal Assistant / Stenographer will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him.
15. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.
16. To arrange for monthly statement of pending Court Cases and progress on implementation of Court directions and submit before the Officer.

17. And generally assisting the officer in such manner as he may direct.

Section Officer/Office Superintendent:-

They are in-charge of a Section. They may be of the rank of Superintendents, Assistants-in-Charge, Head Clerks or officials of equivalent rank who are in-charge of Section/Office.

- General Duties

- a) Distribution of work among the staff as evenly as possible;
- b) Training, helping and advising the staff;
- c) Management and co-ordination of the work;
- d) Maintenance of order and discipline in the section;
- e) Maintenance of list of residential addresses of the Staff.

- Responsibilities relating to Dak

- a) To go through the receipts;
- b) To submit receipts this should be seen by the Branch Officer or higher officers at the dak stage;
- c) To keep a watch on any hold-up in the movement of dak; and
- d) To scrutinize the section diary once a week to know that it is being properly maintained.

- Responsibilities relating to issue of draft

- a) To see that all corrections have been made in the draft before it is marked for issue;
- b) To indicate whether a clean copy of the draft is necessary;
- c) to indicate the number of spare copies required;
- d) to check whether all enclosures are attached;
- e) to indicate priority marking;
- f) to indicate mode of dispatch.

- Responsibility of efficient and expeditious disposal of work and checks on delays.

- a) To keep a note of important receipts with a view to watching the progress of action;
- b) To ensure timely submission of arrear and other returns;
- c) To undertake inspection of Assistants table and to ensure that no paper or file has been overlooked;
- d) To ensure that cases are not held up at any stage;
- e) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
- f) To submit to the Branch Officer weekly list of pending Court Cases and pending action of Court Orders (to avoid Contempt of Court Cases).

- Independent disposal of cases-

He should take independently action of the following types

- a) Issuing reminders;
- b) Obtaining or supplying factual information of a non-classified nature;
- c) Any other action which a Section Officer is authorized to take independently.

- Duties in respect of recording and indexing

- a) To approve the recording of files and their classification;
- b) To review the recorded file before destruction;
- c) To order and supervise periodic weeding of unwanted spare copies;
- d) Ensuring proper maintenance of registers required to be maintained in the section;
- e) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- f) Ensuring neatness and tidiness in the Section;
- g) Dealing with important and complicated cases himself;
- h) Ensuring strict compliance with Departmental Security Instructions.
- i) To check that staff comply with the security instructions and to bring immediately to the notice of his superiors any breach of security regulations;
- j) To see that all Manual, Rules etc. of the Section are kept up-to-date by inserting latest correction slips;
- k) To give special instructions, where necessary on the draft as to the manner of its issue e.g. "By Registered Post", "Insured Cover", etc.
- l) To see that all routine duties including maintenance of Registers, etc are carried out promptly and thoroughly.
- m) To see that the file numbers for receipts are entered by the Dealing Clerks regularly in their Dak Books / Day Books.
- n) To check the Receipt Register atleast once a week.
- o) To see to the proper maintenance of the following:-
 - a. Guard File.
 - b. File Index.
 - c. File Movement Register.
 - d. Receipt Register.
 - e. Issue Register (where maintained).
 - f. Checklist of Returns (both inward and outward).
 - g. All other registers prescribed from time to time.
- p) To see that reports and returns are submitted on due dates.
- q) To ensure timely submission of fixed date case, other important cases and papers required by officer by keeping a note in his personal Note Book, Desk calendar or Engagement Dairy and to keep a watch on progress of action.
- r) To see that Sectional Note Book containing important rulings, decisions, etc. is kept up-to-date.
- s) To ensure that the arrear statements are compiled timely and accurately.

- t) To inspect regularly that racks and tables of Dealing Clerks at least once a fortnight and satisfy himself that no paper or file actually pending with a Dealing Clerk is excluded from the arrear statement and that the Clerks do not accumulate 'come back' cases.
- u) To ensure timely recording of cases and to classify cases into 'A' or 'B' and arrange their dispatch to the Record Room.
- v) To attend to the periodic disposal or destruction of all ephemeral file and papers.
- w) To attend to the disposal of all records of the Section/Office which have crossed the prescribed period of preservation as laid down for each record.
- x) To examine to the list of spare copies and circulars for destruction, and
- y) To deal with such confidential or other work of the Section/office as may be entrusted to him by the Branch Officer or higher officer;

Superintendent (Care Taker)

In addition to dealing with other subject allotted to the Section under the charge of the Superintendent (Care Taker), he will be responsible for:-

1. Procurement and supply of Forms and Stationery in accordance with the instructions on the subjects;
2. Procurement and supply of furniture and Office equipments to all Sections and Officers in the Secretariat;
3. Custody and care of furniture and office equipments in the Secretariat;
4. Removal of un-serviceable equipments and furniture and arranging their repairs;
5. Checking the furniture in the Sections and office rooms of the officers atleast once a year for stock verification;
6. Proper maintenance of Stock Register (Dead stock) and submission to the Branch Officer, monthly and also with results of annual stock verification;
7. Procurement and issue of liveries to Class IV staff in the Secretariat, according to the prescribed scales of supply and maintenance of accounts thereof;
8. General control and allotment of work to class IV staff including contingency paid staff;
9. Supervision over the work of Sweeper, Malies and Chowkidars and making surprise checks;
10. Maintenance of Attendance Register for all categories of staff working under his direct control;
11. Checking that all Class IV staff supplied with uniform attend duty in their uniform;
12. Ensuring general cleanliness and tidiness of the Secretariat Buildings and premises;
13. Ensuring that the Class IV staff keep the Officer Rooms clean and tidy by removing waste papers etc. and dust them properly;
14. Making arrangements, including supply of refreshment at Government cost for meetings, conference etc. held in Secretariat from time to time;

15. Ensuring Wall Clocks supplied to various units in the Secretariat are functioning properly ;
 16. Arranging accommodation for Sections and Officers of the Secretariat
 17. Ensuring proper security and fire-fighting arrangements in the Secretariat.
 18. Attending to matters relating to staff welfare, as may be directed by higher officers; and
 19. Attending to any other work as may be assigned to him by higher officers.
- In case of Subordinate Offices, the above duties may be assigned by specific orders to the Head Clerks and or other official(s) as may be convenient.

Dealing Clerks:-

A Head Clerk/Higher Grade Clerk/Lower Grade Clerk works under the orders of the Section Officer and is responsible for the work entrusted to him. The duties of a Dealing Clerk shall be:-

- a) To enter all receipts marked to him in his 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;
- b) To examine cases in the light of Instructions, if any given or line of action indicated by his Section Officer or Higher Officer;
- c) To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him, in case of difficulties;
- d) To examine promptly all receipts marked to him and to submit them on the due required dates;
- e) To put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
- f) To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days;
- g) To submit to the Branch Officer, through the Section Officer, the list of pending Court Cases or action pending on Court orders to avoid Contempt of Courts;
- h) To maintain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the dealing clerk at the beginning of each working day;
- i) To take prompt action regarding recording of cases;
- j) To keep papers and files in a tidy condition;
- k) To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period;
- l) To comply with the instructions of the Section officer or any Higher officer;
- m) To maintain properly the Standing Guard File and other registers;
- n) To attend to such other work as may be assigned to him by the Section Officer or any Higher Officer.

Lower Grade Clerks (Typist)

The following are the duties of the Lower Grade Clerk doing typing works:-

- a. To type all matters marked to him;
- b. To maintain work sheet in the prescribed form;

- c. To report to the Section Officer regarding the position of unfinished work at the end of the day;
- d. To observe the instructions issued from time to time for the guidance of typist;
- e. To observe the following instructions for the up-keep and maintenance of typewriters;
 - i) Each machine should be thoroughly tested every morning before work commences;
 - ii) The machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush);
 - iii) The front and back rails on which the carriage runs should be lightly oiled weekly and kept free from dust;
 - iv) Oil lightly all the type bars at hangers every month;
 - v) If rust starts, stop it at once by oiling the parts affected;
 - vi) Keep the dogs and encampments wheel slightly oiled;
 - vii) Nothing but the best typewriter oil should be used (Thick Typewriter oil clogs the working parts of the machine);
 - viii) The typewriter should always be covered when not in use;

Lower Grade Clerk (Diarist)

The following are the duties of the Lower Grade Clerk entrusted with diarising work:-

- a) To place all receipts on the Section Officer's table as and when received.
- b) To submit to the Officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage, as directed.
- c) To bring to the notice of the Section Officer any paper/cases which are not received back from the Officers to whom those papers/cases were sent earlier at dak stage for perusal and return.
- d) To enter receipts/cases in the Section Diary.
- e) To distribute the receipt/cases to the Dealing Clerks to whom they have been marked, after obtaining the initials of the respective dealing clerks in the Section Diary itself.
- f) To enter file number in column 7 of the Section Diary against each entry by noting them from the Day Books of the Dealing Clerks concerned.
- g) To bring to the notice of the Section Officer all entries in the Section Diary against which file numbers could not be noted for want of information from the Dealing Clerks.
- h) To maintain File Register up-to-date.
- i) To maintain File Movement Register.
- j) To maintain a list of address of the Staff working in the section/ office.
- k) To prepare monthly indent for stationery articles and to arrange for its collection from the stationery clerk.

- l) To arrange supply of stationery articles to the staff in the Section/ Office through the Daftry/Peon.
- m) To ensure proper maintenance of records kept in the Section.
- n) To trace out old files/records as may be required by Dealing Clerks, with the help of Daftry/Peon attached to the Section/ Office.
- o) To maintain casual leave account of the staff working in the Section /Office under the personal supervision of the Section Officer.
- p) To attend to routine typing and comparison work as may be required by the Section Officer.
- q) To deal with routine receipt and files.
- r) To keep Section/ Office Library, if any, in proper order.
- s) To maintain a Register of publications received in the Section/office from time to time and to distribute them (including reference Books) to the Staff/Officers as and when required.
- t) To initiate action for preparation of Weekly Arrears Statements and Monthly Statements of cases pending disposal for over a month.
- u) Circulation of papers among the members of the staff in the Section/Office and its recording.
- v) Correction to reference books. and
- w) To attend to such other item of work as may be entrusted by the Section Officer or Higher Officer.

Deputy Manager (IT)

- a) They shall be under the administrative control of the respective Heads of Departments/Heads of Offices with whom they are attached.
- b) They shall be responsible for maintenance of all such application software under implementation in the Department.
- c) They shall be responsible for data manipulation and generation of required reports as may be required by the HODs/HOOs with whom they are attached.
- d) They shall be responsible for general upkeep and maintenance of all computer hardware, peripherals of the department.
- e) They shall be responsible for coordination within the department for implementation of e-governance activities in the department.
- f) They shall be responsible for identification of key areas of the department where application software's could be developed. They should take up such activities in time bound manner and the progress intimated to the Secretary (IT) through the concerned Heads of department.

- g) They shall be responsible for preparation of system requirement study in consultation with the Programme Implementing Officers of the department and development and implementation of application software/e-governance solutions.
- h) They shall be responsible for development of application software of the department in identified key areas in time bound manner. They shall be responsible for submission of monthly progress of the application software and furnish to Secretary (IT)/Joint Secretary (IT).
- i) They shall be responsible for identifying the department's official and impart basic computer training. They shall submit a monthly progress report to Secretary (IT)/Joint Secretary (IT) in respect of officials of the department trained in basic computer education.
- j) They shall identify suitable resource persons within the department and arrange for their advance training through reputed organizations in computer applications and shall submit monthly progress report in this regards to Secretary (IT)/Joint Secretary (IT).
- k) They shall be responsible for launching of website if not already done and periodic updation of the same. They shall also be responsible for periodical updation of the webpage of the department in Administration's website.
- l) They shall be responsible for submission of all such reports and data as may be required by the IT department through the respective HODs/HOOs.
- m) They shall be responsible for implementation of all decisions taken by Administration from time to time in respect to implementation of IT related activities in the department.
- n) They should encourage usage of IT in respective department in day to day functioning.
- o) Any other works as may be assigned by the respective Heads of Departments / Heads of Office/Joint Secretary (IT) / Secretary (IT).

Assistant Manager (IT)

- a) They shall be under the administrative control of the respective Heads of Departments /Heads of Offices with whom they are attached.
- b) They shall be responsible for maintenance of all such application software under implementation in the Department.
- c) They shall be responsible for data manipulation and generation of required reports as may be required by the HODs/HOOs with whom they are attached.
- d) They shall be responsible for general upkeep and maintenance of all computer hardware, peripherals of the department.
- e) They shall be responsible for coordination within the department for implementation of e-governance activities in the department.

- f) They shall be responsible for identification of key areas of the department where application software's could be developed. They should take up such activities in time bound manner and the progress intimated to the Secretary (IT)/Joint Secretary (IT) through the concerned Heads of Department.
- g) They shall be responsible for preparation of system requirement study in consultation with the Programme Implementing Officers of the department and development and implementation of application software/e-governance solutions.
- h) They shall be responsible for development of application software of the department in identified key areas in time bound manner. They shall be responsible for submission of monthly progress of the application software developed and furnish to the Secretary (IT) through the concerned Heads of Department.
- i) They shall be responsible for identifying the department's official and impart basic computer training. They shall submit a monthly progress report to Secretary (IT)/Joint Secretary (IT) in respect of officials of the department trained in basic computer education.
- j) They shall identify suitable resource persons within the department and arrange for their advance training through reputed organizations in computer applications. They shall submit monthly progress report in this regard to Secretary (IT)/Joint Secretary (IT) through the concerned Heads of Department.
- k) They shall be responsible for launching of website if not already done and periodic updation of the same. They shall be responsible for periodical updation of the webpage of the department in Administration's website.
- l) They shall be responsible for submission of all such reports and data as may be required by the IT department through the respective HODs/HOOs.
- m) They shall be responsible for implementation of all decisions taken by Administration from time to time in respect to implementation of IT related activities in the department.
- n) They should encourage usage of IT in respective department in day to day functioning.
- o) Any other works as may be assigned by the respective Head of Department/Head of Office /Joint Secretary (IT)/ Secretary (IT).

Computer Assistant Grade 'B'

- a) They shall be under the administrative control of the respective Heads of Departments / Heads of Offices with whom they are attached.
- b) They shall be responsible for data entry work in the application software of the department.

- c) They shall be responsible for maintenance of all such application software under implementation in the Department.
- d) They shall be responsible for the data manipulation and generation of required reports as may be required by the HODs/HOOs with whom they are attached.
- e) They shall be responsible for general upkeep and maintenance of all computer hardware, peripherals of the department.
- f) They shall be responsible for coordination within the department for implementation of e-governance activities in the department.
- g) They shall be responsible for identification of key areas of the department where application software's could be developed. They should take up such activities in time bound manner and the progress intimated to Secretary (IT)/Joint Secretary (IT) through the concerned Heads of Department.
- h) They shall be responsible for submission of all such reports and data as may be required by the IT department through the respective HOD/HOO.
- i) They shall be responsible for implementation of all such decisions taken by the Department of IT/Administration from time to time in respect to implementation of IT related activities in the department.
- j) They shall be responsible for updation in the website of the department/webpage of the department in Administration's website.
- k) They should encourage usage of IT in respective department in day to day functioning.
- l) They shall be responsible for preparation of system requirement study in consultation with the Programme Implementation Officers of the department for development of application software/e-governance solutions.
- m) They shall be responsible for development of application software in identified key areas for the department. Monthly progress report in this respect shall be furnished to the Secretary (IT)/Jt. Secretary (IT).
- n) Any other works as may be assigned be the respective Heads of Office/ Heads of Department/Joint Secretary (IT)/Secretary (IT).

Computer Assistant Grade 'A'

- a) They shall be under the administrative control of the respective Heads of Departments /Heads of Offices with whom they are attached.
- b) They shall be responsible for data entry work in the application software of the department.
- c) They shall be responsible for maintenance of all such application software under implementation in the Department.
- d) They shall be responsible for the data manipulation and generation of required reports as may be required by the HODs/HOOs with whom they are attached.

- e) They shall be responsible for general upkeep and maintenance of all computer hardware, peripherals of the department.
- f) They shall be responsible for coordination within the department for implementation of e-governance activities in the department.
- g) They shall be responsible for identification of key areas of the department where application software's could be developed. They should take up such activities in time bound manner and the progress intimated to Secretary (IT)/Joint Secretary (IT) through the concerned Heads of Department.
- h) They shall be responsible for submission of all such reports and data as may be required by the IT department through the respective HODs/Heads of Office.
- i) They shall be responsible for implementation of all such decisions taken by the Department of IT/Administration from time to time in respect to implementation of IT related activities in the department.
- j) They shall be responsible for updation in the website of the department/webpage of the department in Administration's website.
- k) They should encourage usage of IT in respective department in day to day functioning.
- l) Any other works as may be assigned be the respective Heads of Office/ Heads of Department /Joint Secretary (IT)/Secretary (IT).

Daftries

The following are the duties to be performed by a Daftry:-

- a) To be responsible for proper maintenance of records in the Section/Office;
- b) To trace out old files/records as may be required by any member or staff in the Section /Office;
- c) To verify the records/publications once in six months and report to the Section Officer/Branch Officer if any files/publication are missing/out for a considerable period;
- d) To stitch files/vouchers;
- e) To mend files and records;
- f) To collect and distribute stationery to the members of the staff in the Section/Office under the supervision of Section Diarist;
- g) To see that all tables, records in the Section present a neat and tidy appearance;
- h) To ensure cleanliness in the Section/Office with the help of Peons/ Sweepers;
- i) To keep proper account of the articles of furniture etc, available in the section / office and if any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/ Office and kept at proper place;

- j) To attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 AM.
- k) To attend to any other work which may be assigned to him by the Section Officer, dealing Clerks and Diarist of the Section/Office and higher officers.

Peons

A Peon is, for general purposes, an attendant and will work as directed by the Officer/Office in which he works. He should however note the following for guidance:-

- a) He should come to office not later than 8.00 AM.
- b) As soon as he comes to office, he should open the doors and windows, unless there are instructions to the contrary. He should dust the office tables, chair, almirahs, windows, bookshelves, file cabinets and other furnitures and keep the office room clean and tidy.
- c) He should remove all the waste papers etc for disposal as directed by the Officer or the Section Officer or the Branch Officer concerned.
- d) He should not leave office without permission of the Section Officer under whom he works. If he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer concerned to leave early.
- e) Before leaving office he should switch off all lights and close the doors and windows.
- f) If he is attached to an officer:-
 - (i) He should keep the pencils sharpened and put other articles like pin cushion, pen, scissors, eraser, clips, desk calendar, etc. in their proper places;
 - (ii) He should keep slips of paper within easy reach inside the room for the use of his officer.
- g) He should know the location of-
 - (i) All important offices such as of Heads of Departments/Offices, Central Government Offices etc;
 - (ii) Residence of Officers and carry dak to the offices/officials concerned whenever required;
- h) He should fill up the water jug bucket etc. every morning and supply water to the officer or staff, whenever required;
- i) He should have a general idea about the arrangement for receipt of local and postal, and also the priority involved in the movement of papers marked 'immediate' and 'priority' act accordingly;
- j) He should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required;
- k) He must avoid personal work, when he is sent out on official work;

- l) He should know the description of stationery articles and various kinds of forms used in the office;
- m) He should be very courteous and helpful towards members of the public visiting the office;
- n) He should be polite and respectful towards all officers and staff;
- o) He must always come to office in uniform which should be clean and his appearance should be neat and tidy; and
- p) He should attend to any other office work as may be required of him.

Attached and Subordinate Offices'

- (i) Where the execution of the policies of the Government requires decentralization of executive action and/or direction, a department may have under it executive agencies called 'Attached' and 'Subordinate' offices.
- (ii) Attached offices are generally responsible for providing executive direction required in the implementation of the policies laid down by the department to which they are attached. They also serve as repository of technical information and advise the department on technical aspects of question dealt with by them.
- (iii) Subordinate offices generally function as field establishments or as agencies responsible for the detailed execution of the policies of Government. They function under the direction of an attached office, or where the volume of executive direction involved is not considerable, directly under a department. In the latter case, they assist the departments concerned in handling technical matters in their respective fields of specialization.

Constitutional Bodies'

Such bodies which are constituted under the provisions of the Constitution of India.

'Statutory Bodies'

Such bodies which are established under the statute or an Act of Parliament.

'Autonomous Bodies' -

Such bodies which are established by the Government to discharge the activities which are related to governmental functions. Although such bodies are given autonomy to discharge their functions in accordance with the Memorandum of Associations etc., but the Government's control exists since these are funded by the Government of India.

‘Public Sector Undertakings’ -

Public Sector Undertaking is that part of the industry which is controlled fully or partly by the Government. These undertakings have been setup in the form of companies or corporation in which the shares are held by the President or his nominees and which are managed by Board of Directors which includes officials and non-officials.

Information and Facilitation Counters (IFCs)

The Information and Facilitation Counter will provide the following service to the clients/customers of the organization:

- a) Information regarding services provided and programmes, schemes etc. supported by the organization and the relevant rules and procedures, through brochures, folders etc.;
- b) Facilitating the customer/client to obtain the services of the Organization optimally, timely, efficiently and in a transparent manner and providing forms etc. of public usage;
- c) Information regarding the standards of quality of service, time norms, etc. evolved by the organization with reference to the services/schemes/functioning of the organization;
- d) Information regarding hierarchical set up of Public Grievance Redress Machinery of the organization; and
- e) Receiving, acknowledging and forwarding the grievances/application/request/form etc. (related to the services provided by the Organization) to the concerned authority in the organization and providing information on their status/disposal.

Revenue Administration

- (i) For the purpose of Revenue Administration, the Andaman and Nicobar Islands form three Revenue Districts i.e. District of South Andaman under the Deputy Commissioner (South Andaman), District of North & Middle Andaman under the Deputy Commissioner (North & Middle Andaman) and District of Nicobar under the Deputy Commissioner (Nicobar).

- (ii) The District of South Andaman is divided into one sub-division viz. South Andaman under Assistant Commissioner, South Andaman and has three Tehsils, namely Sri Vijaya Puram, Ferrargunj and Little Andaman, each having one Tehsildar. One Additional District Magistrate, Assistant Commissioner (Settlement) and Assistant Commissioner (HQ) assist the Deputy Commissioner (South Andaman).
- (iii) The District of North & Middle Andaman is divided into two sub- divisions viz. Diglipur and Mayabunder under Assistant Commissioners and has three Tehsils namely Rangat, Mayabunder and Diglipur, each under a Tehsildar.
- (iv) For the Administration of Nicobars District, Deputy Commissioner (Nicobars) is assisted by Assistant Commissioner (Campbell Bay) and Assistant Commissioner, (Nancowrie), Nicobars District has two Tehsils viz. Car Nicobar and Nancowrie.

Pay and Accounts Organisation

- (i) Consequent upon the decision of the Govt. of India to separate accounts from audit, the Chief Pay & Accounts Organization, A & N Administration came into existence w.e.f. 01.06.1980. This office is responsible for the payment and accounting of the transactions of the A & N Administration.
- (ii) The Chief Secretary, A & N Administration is functioning as Chief Accounting Authority. The Secretary (Finance) functions as the Chief Pay & Accounts Officer and the Head of the Department of the Accounts Organization. The Director of Accounts & Budget, A & N Administration discharges the functions of Principal Accounts Officer and assists the Secretary (Finance) & Chief Secretary. There are eight Pay and Accounts Officers working in the organization. Six of them are at Sri Vijaya Puram and one each at Rangat and Car Nicobar. In addition there are five Sub Pay & Accounts s i.e. one each at Hut Bay (Little Andaman), Mayabunder, Diglipur, Nancowry and Campbell Bay who assist the cheque drawing officers of the respective outlying stations
- (iii) There is an 'Accounts Cadre' ranging from the post of Lower Division Clerk to Senior Accounts Officer on the pattern followed by the Controller General of Accounts, Ministry of Finance, New Delhi. The posts of 'Accounts Officers', 'Junior Accounts Officers', 'Divisional Accountants' in various Departments of this Administration are also manned by the Chief Pay and Accounts Office.

Vigilance and Anti-Corruption

A Vigilance and Anti-Corruption Unit of the Administration is functioning under the Chief Vigilance Officer i.e, the Chief Secretary with a view to take prompt action on the complaints of corruption etc. There are three wings under the unit viz. Administrative Wing, Departmental Inquiry Wing and Investigating Wing. The Administrative Wing is headed by Special Secretary (Vig.) whereas the Departmental Inquiry Wing is controlled by the Commissioner of Departmental Inquiry. The Superintendent of Police(Anti-Corruption) is the in-charge of investigation side of the hierarchy of Vigilance Department. Since the Vigilance Unit has been declared as Anti-Corruption Unit, a Police Station is functioning with jurisdiction over the whole of the UT of A & N Islands for the purpose of Prevention of Corruption Act, 1988. The Inspector of Unit have been authorized to investigate any offence punishable under the POC Act, 1988 without the order of the Magistrate of the First Class and to make arrest thereof without warrant in the whole of the territory of A & N Islands. Likewise the Learned Session Judge of the A & N Islands has been appointed to be the Special Judge to the whole of the UT of A & N Islands to try offences under clause (a) (b) of the Sub-section (I) of POC Act, 1988. The Chief Vigilance Officer monitors the progress of the departmental inquiries pending against the employees of the Administration by reviewing them in meeting with the Inquiry Authority and the Disciplinary Authorities and renders them useful advice.

Public Grievance Cell

A Public Grievance Cell (PGC) is functioning in General Administration Section of Secretariat for monitoring the redressal of public grievances of the people. Representations/Petitions/Complaints addressed to the President / Prime Minister / Minister of Govt. of India / Lt. Governor / Chief Secretary / Member of Parliament / Secretaries are dealt with by this Cell on its receipt. This Cell is headed by the Assistant Secretary (GA) who in turns report to the Secretary (GA). On receipt of Representations/Petitions/Complaints they are scrutinized by the Cell and the reply is sent to the concerned. For disposal of various matters, departments are expected to send their interim report/reply within seven days and the detailed report within thirty days on the receipt of the reference from the Public Grievance Cell. The Public Grievance Cell compiles the reports and send a consolidated report to all concerned including the petitioner. All the Secretaries and Heads of departments also meet the people between 1100 hrs. and 1200 hrs. on all working days for hearing their grievances. All departments of the Administration having larger public interface have set up Public Grievance Cells in their respective departments for effective redressed of grievances and have also appointed Nodal Officers for the Cells. The Hon'ble Lt. Governor and the Chief Secretary also holds public hearing in their offices on all working days between 1100 hrs. and 1200 hrs. Various departments of this Administration have framed Citizen's Charter incorporating various services/facilities available for benefit of general public, laying down

the schedule of services and details of officers who are to be contacted for any discrepancy in services.

Judiciary in Andaman and Nicobar Islands

- (i) The Judicial set up of the Territory controlled by the Hon'ble High Court of Calcutta in terms of the Calcutta High Court (Extension of Jurisdiction) Act 1953 (Act No. 41 of 1953). The subordinate Courts of this Islands are as follows:-

A) Sri Vijaya Puram

1. District & Sessions Judge Court at Sri Vijaya Puram for all the Districts of Andaman and Nicobar Islands.
2. Chief Judicial Magistrate-cum-Civil Judge Senior Division for Andaman District.
3. Two Judicial Magistrate First Class -cum-Civil Judges Junior Division for South Andaman.

B) Mayabunder

1. Judicial Magistrate First Class –cum-Civil Judges Junior Division for North and Middle Andaman.

C) Nicobar

1. Chief Judicial Magistrate-cum-Civil Judge Senior Division for Nicobar District.

D) Campbell Bay

1. Judicial Magistrate First Class –cum-Civil Judges Junior Division for Great Nicobar.

Heads of Departments/Offices

The Administration of the territory is carried on in 33 major departments. A list of all the Heads of Departments/Offices of the Administration and of the Central Government, functioning in these Islands will be found below:

Lists of Heads of Departments / offices Under Andaman & Nicobar Administration

| Sl. No | Name of the Organisation / Department / Office | Head of Organisation / Department / Office |
|--------|------------------------------------------------|-----------------------------------------------------------|
| 1 | 2 | 3 |
| 1. | Secretariat | 1. Chief Secretary |
| | | 2. Secretary(Perl.) |
| | | 3. Assistant Secretary(Perl.) |
| 2. | Accounts Organisation | 1. Chief Pay & Accounts Officer-cum-Chief Secretary |
| | | 2. Director of Accounts and Budget |
| | | 3. Pay & Accounts Officer, Car Nicobar |
| | | 4. Pay & Accounts Officer, Rangat |
| 3. | Forest Department | 1. Principal Chief Conservator of Forests, A & N Islands |
| | | 2. Conservator of Forests (WL), Van Sadan, Haddo |
| | | 3. Conservator of Forests (Southern Circle), Haddo |
| | | 4. Conservator of Forests (Northern Circle), Chatham |
| | | 5. Conservator of Forests (HQ), Van Sadan, Haddo |
| | | 6. Conservator of Forests (D&U), Chatham |
| | | 7. Deputy Conservator of Forests (HQ), Van Sadan, Haddo |
| | | 8. Deputy Conservator of Forests (Mill Division), Chatham |

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| | | 9. Deputy Conservator of Forests (Wildlife-1), Haddo |
| | | 10. Deputy Conservator of Forests (S), Haddo |
| | | 11. Deputy Conservator of Forests (Working Plan), Chatham |
| | | 12. Divisional Forests Officer(SA), Wimberlygunj |
| | | 13. Divisional Forests Officer (MA), Rangat |
| | | 14. Divisional Forest Officer(BT), Baratang |
| | | 15. Divisional Forest Officer(DP), Diglipur |
| | | 16. Divisional Forest Officer(MB), Mayabunder |
| | | 17. Divisional Forest Officer(ND), Campbell Bay |
| | | 18. Divisional Forest Officer(LA), Hut Bay |
| | | 19. Divisional Forest Officer (Havelock) |
| | | 20. Divisional Forest Officer(FE&PD), Vijay Baugh |
| | | 21. Divisional Forest Officer(WL-MB), Mayabunder |
| | | 22. Deputy Director, Biological Park, Chidyatapu |
| | | 23. Director, FTS, Wimberlygunj |
| | | 24. Assistant Conservator of Forests (DD), Kolkata |
| 4. | Revenue Department | 1. Deputy Commissioner, South Andaman District |
| | | 2. Deputy Commissioner, North & Middle Andaman District. |
| | | 3. Deputy Commissioner, Nicobar District |

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| | | 4. Additional District Magistrate, South Andaman. |
| | | 5. Assistant Commissioner, South Andaman. |
| | | 6. Assistant Commissioner, (Settlement) |
| | | 7. Assistant Commissioner, Diglipur |
| | | 8. Assistant Commissioner, Mayabunder. |
| | | 9. Assistant Commissioner, Nancowry. |
| | | 10. Assistant Commissioner, Campbell Bay. |
| 5. | Police Department | 1. Director General of Police |
| | | 2. Deputy Inspector General of Police (Law & Order). |
| | | 3. Deputy Inspector General of Police (Intelligence) |
| | | 4. Superintendent of Police, South Andaman District. |
| | | 5. Superintendent of Police, M & N Andaman District. |
| | | 6. Superintendent of Police, Nicobar District. |
| | | 7. Commandant (IRBn) |
| | | 8. Police Radio Officer. |
| | | 9. Chief Fire Officer. |
| 6. | Shipping Department | 1. Principal Director of Shipping Services. |
| 7. | Transport Department | 1. Director of Transport. |
| 8. | Tribal Welfare Department | 1. Director of Tribal Welfare |
| 9. | National Cadet Corps (NCC) | 1. Station Commander (Army Wing) 2. Commanding Officer, Naval Unit, NCC |

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| 10. | Andaman Public Works Department | 1. Chief Engineer |
| | | 2. Superintending Engineer Construction Circle No. I |
| | | 3. Superintending Engineer, Port Blair Central Circle |
| | | 4. Senior Architect, Port Blair |
| | | 5. Executive Engineer, Port Blair, North Division, Port Blair |
| | | 6. Executive Engineer, Port Blair South Division, APWD, Port Blair |
| | | 7. Executive Engineer, Stores Division, Port Blair |
| | | 8. Executive Engineer, Construction Division No. I, Port Blair |
| | | 9. Executive Engineer, South Andaman Division, Port Blair |
| | | 10. Executive Engineer, Work Shop Division, Port Blair |
| | | 11. Executive Engineer, Construction Division, APWD, Car Nicobar |
| | | 12. Executive Engineer, Construction Division, APWD, Campbell Bay |
| | | 13. Executive Engineer, Road Construction Division, APWD, Wimberlygunj |
| | | 14. Executive Engineer, Construction Division No. 1, Rangat |
| | | 15. Executive Engineer, North Andaman Construction Division, APWD, Mayabunder |
| | | 16. Executive Engineer, Construction Division, APWD, Diglipur |

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| | | 17. Executive Engineer, Investigation Division, APWD, Port Blair |
| | | 18. Executive Engineer, Minor Irrigation Division, APWD, Port Blair |
| | | 19. Executive Engineer, Construction Division No. II, Port Blair |
| | | 20. Assistant Engineer, Independent Stores Sub-Division, APWD, Calcutta. |
| 11. | Education Department | 1. Director of Education |
| | | 2. Assistant Director of Education (Administration) |
| | | 3. Assistant Director of Education (Text Book), Port Blair |
| | | 4. Principal, Govt. Boys S.S.S., Port Blair |
| | | 5. Principal, Girls S.S.S., Port Blair |
| | | 6. Principal, Rabindra Bangala Vidyalaya, Port Blair |
| | | 7. Principal, Govt. S.S.S (Model), Port Blair |
| | | 8. Principal Govt. S.S.S (Tamil Medium), Haddo, Port Blair |
| | | 9. Principal, Govt. S.S.S (Telugu Medium), Haddo, Port Blair |
| | | 10. Principal, S.S.S. Wimberly Gunj, South Andaman |
| | | 11. Principal, S.S.S. Port Mout, South Andaman. |
| | | 12. Principal, Teachers Training Institute, Port Blair |
| | | 13. Principal, S.S.S. School Line, Port Blair |
| | | 14. Principal, S.S.S. Rangat. |
| | | 15. Principal ,S.S.S Mayabunder |

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| | 16. Principal, S.S.S. Diglipur |
| | 17. Principal, S.S.S. Car Nicobar |
| | 18. Principal, S.S.S, Campbell Bay |
| | 19. Principal, S.S.S. Swadesh Nagar, Middle Andaman |
| | 20. Principal, S.S.S. Rama Krishnapur, Little Andaman |
| | 21. Principal, S.S.S. Oraikatcha, Baratang |
| | 22. Principal, S.S.S. Kadamtala, Middle Andaman |
| | 23. Principal, S.S.S. Champin, Nancowry. |
| | 24. A.E.O., Mayabunder. |
| | 25. A.E.O., Nancowry. |
| | 26. Principal, S.S. Kalighat, North Andaman. |
| | 27. Principal S.S. (Windi Medaim) Haddo, Port Blair. |
| | 28. Education Officer, Car Nicobar. |
| | 29. Principal, SIE,Port Blair. |
| | 30. DEO, (Science), Port Blair. |
| | 31. DEO, Wimberligunj, South Andaman. |
| | 32. DEO, South Andaman. |
| | 33. DEO, Rangat |
| | 34. DEO, Diglipur. |
| | 35. Assistant Director of Education (Adult Education) |
| | 36. Principal, S.S.S Havelock |
| | 37. Principal, S.S.S. Long Island |
| | 38. Principal, S.S.S. Kapanga. |
| | 39. Principal, S.S.S. Rangachang. |
| | 40. Principal, S.S.S. Bathubasti. |
| | 41. Principal, S.S.S. Garacharma. |

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| 12. | Jawaharlal Nehru Rajkeeya Mahavidyalaya, Port Blair | 1. Principal. |
| 13. | Dr.B.R.Ambedkar, Polytechnic | 1. Principal |
| | | 2. Administrative Officer |
| 14. | Tagore Govt. College of Education | 1. Principal |
| 15. | Mahatma Gandhi Govt. College, Mayabunder | 1. Principal |
| 16. | Economics & Statistics | 1. Director of Economics & Statistics |
| 17. | Medical Department | 1. Director of Health Services, Port Blair. |
| | | 2. Project Director,ANACA, Port Blair. |
| | | 3. Medical Superintendent, GB Pant Hospital, Port Blair. |
| | | 4. Medical Superintendent, BJRH, Car Nicobar. |
| | | 5. Medical Superintendent/Medical Officer i/c, North & Middle Andamans. |
| | | 6. Deputy Director(Health), |
| | | 7. Deputy Director (Malaria), |
| | | 8. Deputy Director (Leprosy) |
| | | 9. Deputy Director (Medical) |
| | | 10. Medical Officer-in-charge, District Hospital, Mayabunder. |
| | | 11. Medical Officer-in-Charge, CHC, Rangat. |
| | | 12. Medical Officer-in-charge, CHC, Nancowry. |
| | | 13. Medical Officer-in-charge, CHC, Diglipur. |

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| | | 14. Medical Officer-in-charge, PHC, Campbell Bay. |
| 18. | Agriculture Department | 1. Director of Agriculture. |
| | | 2. Agriculture Officer, S/Andaman. |
| | | 3. Plant Protection Officer/ Agriculture Officer, Rangat. |
| | | 4. Coffee Development Officer/ Agriculture Officer/ Spices Dev. Officer, Car Nicobar. |
| | | 5. Agriculture Officer/ Assistant Soil Conservation Officer, Campbell Bay. |
| | | 6. Special Officer (SD) Katchal. |
| 19. | Animal Husbandry | 1. Director of Animal Husbandry & Vet. Services. |
| | | 2. Cattle Development Officer, Car Nicobar. |
| 20. | Electricity Department | 1. Superintending Engineer. |
| | | 2. Executive Engineer (HQ) Division. |
| | | 3. Executive Engineer (Rural) Division. |
| | | 4. Executive Engineer (Procurement Stores & Workshop) Division. |
| 21. | Co-operative Department | 1.Registrar of Co-operative Societies. |
| 22. | Industries Department | 1. Director of Industries. |
| | | 2. Assistant Director(Admn.) |
| 23. | District Industries Centre | 1. General Manager. |
| 24. | Labour Department | 1. Labour Commissioner-cum-Director of Employment & Training. |
| | | 2. Employment Officer. |
| | | 3. Principal, Industrial Training Institute. |

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| 25. | District & Sessions Judge's Court | District & Session Judge. |
| 26. | Tourism | Director of Tourism |
| 27. | Information & Publicity | Officer In-Charge |
| 28. | Sports, Art & Culture | Director of Sports, Art & Culture |
| 29. | Jail Department | Superintendent, Distt. Jail |
| 30. | Civil Supplies & Consumer Affairs | Director of Civil Supplies & Consumer Affairs |
| 31. | Rural Development, PRIs and Urban Local Body. | 1. Director |
| | | 2. Block Development Officer, Prothrapur. |
| | | 3. Block Development Officer, Ferrargunj. |
| | | 4. Block Development Officer, Little Andaman. |
| | | 5. Block Development Officer, Diglipur. |
| | | 6. Block Development Officer, Rangat. |
| | | 7. Block Development Officer, Nancowry. |
| | | 8. Block Development Officer, Car Nicobar. |
| 32. | Fisheries Department | Director of Fisheries |
| 33. | Home Guard Organisation | Area Commandant Home Guard. |

Lists of Central Government / Public Sector Undertakings / Autonomous Bodies Functioning in A & N Islands and their heads.

CENTRAL GOVT. DEPARTMENTS

| | | | |
|-----|----------------------------------------------------------------|-----|--------------------------------------|
| 1. | All India Radio | ... | Station Director |
| 2. | Airport Authority of India | ... | Sr. Manager |
| 3. | Andaman Nicobar Centre for Ocean Science & Technology (ANCOST) | ... | Officer-in-Charge |
| 4. | Anthropological Survey of India | ... | Deputy Director |
| 5. | Andaman Lakshadweep Harbour Works | ... | Chief Engineer & Administrator |
| 6. | Audit Office | ... | Director of Audit(ANI) |
| 7. | Botanical Survey of India | ... | Deputy Director |
| 8. | Central Bureau of Investigation | ... | Addl. Supdt. of Police. |
| 9. | Central Public Works Department | ... | Executive Engineer |
| 10. | Census Department | ... | Deputy Director of Census Operations |
| 11. | Central Reserve Police Force | ... | Assistant Commandant |
| 12. | Central Agriculture Research Institute | ... | Director |
| 13. | Central Excise | ... | Deputy Commissioner |
| 14. | Customs Department | ... | Supdt. of Customs. |
| 15. | Central Plant Protection | ... | Central Plant Protection Officer |
| 16. | Department of Posts | ... | Director Postal Services |

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| 17. | Doordarshan Kendra | ... | Station Director |
| 18. | Doordarshan Maintenance Centre | ... | Station Engineer |
| 19. | Directorate of Advertising & Visual Publicity | ... | Field Exhibition Officer |
| 20. | Employees Provident Fund Organisation | ... | Asst. Provident Fund Commissioner |
| 21. | Fisheries Survey of India | ... | Zonal Director |
| 22. | Govt. of India Tourist Office | ... | Manager |
| 23. | Handicrafts | ... | Assistant Director |
| 24. | Intelligence Bureau | ... | Asst. Director |
| 25. | Inter State Police Wireless | ... | Extra Assistant Director |
| 26. | Labour Enforcement Office | ... | Labour Enforcement Officer(Central) |
| 27. | Light Houses and Light Ships Deptt. | ... | Director(R) |
| 28. | Mercantile Marine Deptt | ... | Surveyor-in-charge |
| 29. | Meteorological Department | ... | Officer-incharge |
| 30. | National Airports Authority | ... | Officer-incharge |
| 31. | National Informatics Centre | ... | Technical Director & State Informatics Officer |
| 32. | National Sample Survey Deptt | ... | Assistant Director |
| 33. | National Saving Organisation | ... | Dy. Regional Director |
| 34. | Press Information Bureau | ... | Asst. Information Officer |
| 35. | Provident Fund Commr.'s Office | ... | Officer-incharge |
| 36. | Satellite Earth Station | ... | Divisional Engineer |

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|-----|------------------------------------|-----|-------------------|
| 37. | Small Industries Service Institute | ... | Deputy Director |
| 38. | Zoological Survey of India | ... | Officer-in-Charge |

PUBLIC SECTOR UNDERTAKINGS / AUTONOMOUS BODIES / STATUTORY BODIES AND THEIR HEADS.

| | | | |
|-----|-------------------------------------------------------------------------------|-----|-----------------------|
| 1. | A&N Cooperative Supply & Marketing Federation (ANCOFED) | ... | Manager |
| 2. | A&N Consultancy Centre | ... | Officer-in-charge |
| 3. | A&N Fisheries Limited | ... | Chairman |
| 4. | A&N Islands Khadi & Village Industries Board | ... | Chairman |
| 5. | Andaman & Nicobar Islands Forests and Plantation Development Corporation Ltd. | ... | Managing Director |
| 6. | A & N Islands Integrated Development Corporation Ltd.(ANIIDCO) | ... | Managing Director |
| 7. | A&N Islands Wakf Board | ... | Chairman |
| 8. | Bharat Sanchar Nigam Ltd. | ... | Chief General Manager |
| 9. | Central School Organisation | ... | Principal |
| 10. | Family Planning Association of India | ... | President |
| 11. | Indian Airlines Ltd. | ... | Station Manager |
| 12. | Indian Oil Corporation Ltd. | ... | Station Manager |
| 13. | Indian Veterinary Research Institute | ... | Helminthologist. |
| 14. | Life Insurance Corporation of India | ... | Manager |
| 15. | Municipal Council | ... | Chairman |
| 16. | National Hydroelectric Power Corporation Ltd. | ... | Manager(Civil) |

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| 17. | Navodaya Vidyalaya, Panchawati | ... | Principal |
| 18. | Navodaya Vidyalaya, Car Nicobar | ... | Principal |
| 19. | Port Management Board | ... | Chief Port Administrator |
| 20. | Press Trust of India | ... | Bureau-in-charge |
| 21. | Regional Medical Research Centre | ... | Director |
| 22. | Regional Officer, Rubber Board | ... | Development Officer |
| 23. | Shipping Corporation of India | ... | Dy.General Manager |
| 24. | State Social Welfare Advisory Board | ... | Chairperson |
| 25. | Sports Authority of India | ... | Asst. Director |
| 26. | United India Insurance Co. | ... | Branch Manager |
| 27. | Zilla Parishad, South Andaman | ... | Adhyaksha |
| 28. | Zilla Parishad, North & Middle Andaman | ... | Adhyaksh |

Home Minister's Advisory Committee (HMAC)

- (i) Home Ministers Advisory Committee was constituted by the Ministry of Home Affairs on 21.11.1996. The meetings of the Advisory Committee shall be presided over by the Minister of Home Affairs or in his absence by the Minister of State in the Ministry of Home Affairs.
- (ii) The constitution of the Committee is as under:-
 - a. Lt. Governor, Andaman & Nicobar Islands.
 - b. Member of Lok Sabha representing the Union Territory.
 - c. Five members from Zilla Parishad, excluding the member of Lok Sabha, to be elected by all the members of Zilla Parishad.
 - d.(i) Chairman of Municipal Council, Sri Vijaya Puram.

- (ii) Two other members of the Municipal Council to be elected by all the members of the Council.
- e. Two members to be nominated by Home Minister on recommendations of the Lt. Governor, Andaman & Nicobar Islands to represent Nicobar Group of Islands. One of these to be a woman member.
- f. One woman member to be nominated by Home Minister on the recommendation of Lt. Governor, A & N Islands from among the members of the Zilla Parishad, if there is no woman in (c) above.
- g. Secretary to the IDA as a permanent invitee.

In addition to the above members, prominent Political persons are also nominated as Permanent invitees of the HMAAC on the recommendation of the Hon'ble Lt. Governor, A&N Islands.

(iii) Terms of reference

- a) General question of policy relating to the Administration of the Territory in the State Field;
- b) All legislative proposals concerning the territory in regard to matters in the State list;
- c) Such matters relating to the Annual Financial Statement of the Union in so far as it concerns the territory and such other Financial question as may be referred to it by the President; and
- d) Any other matter on which it may be considered necessary or desirable by the Minister of Home Affairs that the Advisory Committee should be consulted.

ANNEXURE TO APPENDIX - 2

**(Schedule of Allocation of Business Ruler vide Admin's order No. 2809
dt 28.08.2009)**

| Sl.No | Name of Section | Allocation of Business |
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| 1 | Administrative Reforms & Training Section <u>Existing Strength</u> 1. AS - 01 2. HC - 01 3. JTA - 01 4. LGC - 02 5. PEON - 01 | 1. Assessment of staff strength and work load. 2. Organization and Methods. 3. Fixation of staffing norms. 4. Facility utilization studies(Utilization of machine, equipments and space etc). 5. Codification and revision of Manual of Office Procedure. 6. Analysis of reports and review. 7. General Administrative improvement studies. 8. Consultancy service to various organizations. 9. Preparation of minutes of Secretaries/ HODs coordination meeting, follow-up of ATRs. 10. Policy guidelines relating to Citizen's charters. 11. Screening of proposals regarding creation of plan and non-plan posts. |

| Sl.No | Name of Section | Allocation of Business |
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| | | <p>12. Initiating Administrative Reforms measures.</p> <p>13. Organizing In-service training to staff of various Deptts.</p> <p>14. Organizing Peripatetic training by inviting faculties from ISTM, New Delhi etc to staff of various Deptts.</p> <p>15. Arranging Computer Awareness Training.</p> <p>16. Conducting Inspection on Punctuality.</p> <p>17. Conducting inspection on O&M of various Deptts/Institutions.</p> <p>18. Introduction of total quality management.</p> <p>19. Monitoring implementation of assessment reports in respect of SIU/IWSU.</p> <p>20. Assisting the SIU, Ministry of Finance/IWSB of Min. of Home Affairs for conducting studies.</p> <p>21. Responsive Administration.</p> <p>22. Monitoring and review of weekly and monthly statement of pending cases.</p> |

| Sl.No | Name of Section | Allocation of Business |
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| 2 | Archives Section | 23. Allocation of Business Rules/Orders. 24. Matters relating to Administrative Reforms Commission. 25. Matter relating to Department of Administrative Reforms. 26. Right to Information Act, 2005 27. Good Governance. |
| | <u>Existing Strength</u> 1. Asst. - 01 Archivist 2. LGC - 02 3. Records - 01 Keeper | 1. Public Records Act, 1993 2. Classification and disposal of Records. 3. Providing advice to Record creating agencies. 4. Providing reference materials/files to different sections of the Secretariat and other department on submission of requisition slips. 5. Compilation of instructions pertains to Archives/records room from time to time. 6. Compilation of Records made available to Archives Section as per the Records Retention schedule. |

| Sl.No | Name of Section | Allocation of Business |
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| | | <ol style="list-style-type: none"> 7. Reviewing and weeding of records 8. Public Records Rules, 1997 9. Research Rules 10. Providing instructions to records creating agencies i.e Sections of the Secretariat and all other departments. 11. Preservation and Arrangements of records as per “Note on Minimum requirements for a Departmental Records Room”. 12. Appraisal of records after completion of retention period. 13. Computerization of the records through the ‘AIMS’ package received from NAI, New Delhi. 14. Accessioning of records and preparation of subject lists. 15. Receipt of Form No ‘8’ of the “Public Records Rules,1997” from Research Scholars and their enrollment including providing of records/documents. 16. Constitution of “Regional Records Survey Committee”. 17. Collection of records/documents manuscripts, photographs etc, from |

| Sl.No | Name of Section | Allocation of Business |
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| | | all the available sources and their arrangements. |
| | | 18. Constitution of “State Level Screening Committee”. |
| | | 19. Collection of books pertains to A & N Islands and maintenance of the library. |
| | | 20. Furnishing of Annual report to GOI, NAI, New Delhi on the development of Archives. |
| 3 | Cash Section | 1. Preparation of all types of bills (salary, advance, wages, FVC TA, LTC, Leave salary, Leave Salary Advance, Refreshment, Medical claims, Departmental advance, Conveyance advance, House Building Advance, Scooter Advance, Bicycle, Fan, Festival advance, Computer Advance, Pension case etc. |
| | <u>Existing Strength</u> | 2. Disbursement of Pay and Allowance of the Secretariat Staff. |
| | 1. OS - 01 | 3. Finalization/settlement of Pension and gratuity including Family pension of staff of Secretariat Establishment. |
| | 2. HC - 01 | 4. Preparation of Budget Estimate & |
| | 3. HGC - 02 | |
| | 4. LGC - 03 | |
| | 5. Peon - 02 | |
| | <u>Existing Strength</u> | |
| | 1. HC - 01 | |
| | 2. HGC - 01 | |

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| | | <p>Revised Estimate of Secretariat Establishment.</p> <p>5. Submission of monthly and quarterly expenditure statement.</p> <p>6. Reconciliation.</p> <p>7. Maintenance of accounts of money received from passport fees, RTI Act and towards Airlift of passengers.</p> <p>8. Calculation of Income Tax and issue of Form-16.</p> <p>9. Issue of Periodical Increment Certificate.</p> <p>10. Maintenance of Service Book.</p> <p>11. Preparation of departmental advance bills and monitoring of adjustment of advances.</p> <p>12. Final payment of General Provident Fund.</p> <p>13. Sanction of Union Territory Government Employees Insurance Scheme.</p> <p>14. Maintenance of Ledger of GPF Fund of Gr. 'D' Staff.</p> <p>15. Payment of Pension to Ex. Members of Pradesh Council.</p> |

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| 4 | | 16. Issue of undertakings for Bank Loan and Permanency Certificate to the Secretariat staff. 17. Sanction & payment of GPF advance & withdrawals of all staff. 18. Maintenance of cash book. 19. Issue of pay slips to staff. 20. Attending Audit objections. 21. Revision of Old Pension cases as a result of Pay Commission Reports. 22. Sanction of Tuition Fees/Children Education Allowance. |
| | Education Section <u>Existing Strength</u> 1. AS - 01 2. Steno - 01 3. OS - 01 4. HC - 01 5. HGC - 01 6. LGC - 03 7. Daftry- 01 | 1. Service matters in respect of Group 'A' and 'B' posts including appointment, promotion, transfer & posting, maintenance of seniority list, disciplinary action, Framing/Amendment of RRs, Creation/Renewal of posts, Anomaly in pay fixation, pension, Voluntary retirement in respect of staff of Edn.Dept. 2. Grant of free sea passage outside summer vacation. 3. Time limit extension of LTC to vacation staff. |

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| | | <ol style="list-style-type: none"> 4. Matters relating to ST reservation. 5. Sarva Shiksha Abhiyan, NCERT NIEPA, CAGE, CBSE, NSS, NCTE Activities. 6. Celebrations of Independence Day, Republic Day and other National and International Days. 7. Teachers Training Institute. 8. Matters related to Handicapped students. 9. Expenditure sanction, departmental advance, House building advance and sanction of medical advance to the staff of Education Department & NCC. 10. Work estimates for Construction of school/office buildings. 11. Implementation of DIET programmes. 12. Operation Black board. 13. Up-gradation & opening of New schools. 14. PMGY schemes. 15. Population Education. 16. Financial Assistance to Voluntary organizations. |

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| | | <p>17. Welfare of teachers.</p> <p>18. All India Educational survey.</p> <p>19. Modernization of Teacher Education.</p> <p>20. Modernization of Sanskrit education and Madarasas.</p> <p>Introduction of vocational courses in higher education.</p> <p>Implementation of three language formula.</p> <p>21. Mid day meals.</p> <p>22. National and State level Award to in-service teachers / Officials of Directorate of Education.</p> <p>23. Scheme of scholarship at Secondary stage for talented children</p> <p>24. National Level Talent Examination and General matters.</p> <p>25. Matters relating to UPSC, MHRD, MHA on different policy matters</p> <p>26. Andaman & Nicobar Education Regulation and correspondence with MHRD etc.</p> <p>27. Cash prize/awards for toppers of Class-X and XII, CBSE scholars.</p> |

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| | | <p>28. Uniform, textbooks and hostel stipend to students.</p> <p>20. Computer literacy/Computer Education through private agencies in Senior Secondary and Secondary Schools.</p> <p>30. National Scholarships.</p> <p>31. Adult Education.</p> <p>32. National policy of Education.</p> <p>33. Promotion and co-ordination and value orientation of Education.</p> <p>34. Centrally Sponsored Schemes.</p> <p>35. Inspection/Audit in respect of Education Department.</p> <p>36. All matters relating to service Associations/Unions.</p> <p>37. Court Cases.</p> <p>38. Matters relating to private tuitions by teachers.</p> <p>39. Grant-in-aid Rules.</p> <p>40. Matters relating to Bal Bhavan.</p> |

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| 5 | Finance Section <u>Existing Strength</u> 1. Sr. A O - 01 2. OS - 01 3. Budget - 01 Officer 4. HC - 05 5. HGC - 01 6. LGC - 02 7. Steno - 01 (SG) 8. Comp. - 01 Asst. Gr. A | Chief Pay & Accounts Office. 1. Budget and budget related matters. 2. Scrutiny of financial proposals and Concurrence of Administrative approval and expenditure sanction, departmental advance beyond delegated powers of HODs. 3. Delegation of financial powers. 4. Release of fund for House Building advance and Conveyance advance. 5. General correspondence relating to: (i) CS(MA) Rules, GFR, DFP Rules, TA Rules, CEA, HRA, Bonus, Group Insurance, Dearness Allowance, GPF, OTA, air travel. 6. Scrutiny of Write off, Condemnation proposal. 7. General correspondence relating to Income Tax, Sales tax, Stamp Duty Act, Chit fund, Foreign exchange, currency and coin, Lotteries. 8. Scrutiny of proposals for creation renewal, conversion of posts etc. 9. Concurrence to estimates of works for Administrative approval and Expenditure sanction. |

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| 6 | General Administration Section <u>Existing Strength</u> 1. AS - 01 2. Steno - 01 3. O.S - 01 4. HC - 01 5. HGC - 03 6. LGC - 06 | 10. General correspondence relating to Audit paras/Inspection reports. 11. Monitoring of CGA and C&AG. 12. Finance Commissions & Pay Commissions. 13. Audit of GOI Committee. 14. Periodic review of expenditure. 15. Excise. 1. Maintenance of Secretariat building. 2. Purchase of office equipments like Computer, Xerox etc. and their annual maintenance contract. 3. Correspondence relating to Telephone/Mobile/WLL etc. and settling bills. 4. Declaration of Public Holidays and Negotiable Instruments act. 5. Stationeries purchase and issuance to all sections in Sect. and settlement of bills of stationeries. 6. Verifications/Settlement of various bills and other correspondences. 7. Allocation of vehicles in Secretariat |

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| | | <p>and settlement of their fuel bills.</p> <p>8. Hire charges of private cars/Trucks.</p> <p>9. Cleanliness of Secretariat</p> <p>10. Security arrangement of Secretariat</p> <p>11. Maintenance of Intercom.</p> <p>12. Arrangement of meetings in the Secretariat.</p> <p>13. Hospitality Grant rules.</p> <p>14. Expenditure sanction on visit of VVIPs/VIPs.</p> <p>15. Reservation of ships passages in emergency quota.</p> <p>16. Release of seats in flights / helicopters.</p> <p>17. Identity Card for Govt./Secretariat employees</p> <p>18. Supply of liveries to Class-III & IV.</p> <p>19. Issue of Govt. Pensioners Identity Card.</p> <p>20. Allotment of Office accommodation.</p> <p>21. Matters relating to assumption office.</p> <p>22. Monthly activity reports of various departments consolidated reports to be submitted to Hon'ble Lt. Governor every month.</p> |

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| | | <p>23. Governor's Conference/Chief Minister's Conference.</p> <p>24. Public Grievances.</p> <p>25. Warrant of precedence.</p> <p>26. Celebration of Republic/ Independence Day observance of Quami-Ekta Diwas/Martyrdom day.</p> <p>27. Padma awards and other Civilian awards</p> <p>28. Transportation by IAF Courier.</p> <p>29. Providing Postal and Telecommunication facilities.</p> <p>30. Death of high dignitaries and observance of formalities</p> <p>31. Maintenance of standard Mailing List for circulars of general interest showing addresses as well as no. of copies to be supplied.</p> <p>32. Maintenance of list of officers designated by other offices to receive:</p> <p>(a) Dak outside office hours and their residential address.</p> <p>(b) Parliament Papers.</p> <p>33. Receipts & Issues of dak.</p> |

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| | | <p>34. Maintenance of list of residential addresses and Telephone number of officers of all Departments/Institutes.</p> <p>35. Providing news papers & magazines.</p> <p>36. Providing of Rule Books</p> <p>37. Deployment of Group D staffs. Deployment of drivers for Control room duty.</p> <p>38. Pending references of MHA.</p> <p>39. Annual report of MHA.</p> <p>40. All matters relating to Parliament.</p> <p>Railway</p> <p>41.Booking of Railway Tickets and Realization of Commission from Eastern Railway.</p> <p>42. Correspondence relating to railway bookings.</p> |
| | <p><u>Existing Strength</u></p> <p>1. HC - 01</p> <p>2. HGC - 02</p> | <p>(i) Housing & Estate</p> <p>1. Compilation of details of all Quarters in the General pool.</p> <p>2. Finalizing of seniority list of applicants for Govt. accommodation and updating the position in</p> |

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| | | <p>administration website from time to time.</p> <ol style="list-style-type: none"> Allotment of Govt. Residential Accommodation. Court cases pertaining to Govt. Quarters. Eviction of un-authorized occupation. Allotment of Shopping Complex at Chakkargaon |
| | <p><u>Existing Strength</u></p> <p>1. LGC - 02</p> | <p>(ii) Protocol Section</p> <ol style="list-style-type: none"> Allotment of rooms in Circuit houses. Allotment of vehicles and accommodation etc: (a) For Judges of Circuit bench of Kolkata High Court, CAT and VVIPs. (b) Members of Parliament and Members of Legislative Assemblies form various States. (c) IAS, IFS, IPS officers and Judges of Supreme Court/High Court and others visiting Dignitaries and officers. Chalking out tour Programmes for the visiting dignitaries and officers. |

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| 7 | Higher&Technical Education Section. <u>Existing Strength</u> 1. AS - 01 2. OS - 01 3. HC - 02 4. HGC - 02 5. LGC - 03 6. Daftry - 01 | 4. Reservation of Accommodation for the above dignitaries and groups at other Islands in Circuit House and Guest Houses. 5. Declaration of State Guests. 6. Reception/send off of all dignitaries/ important visitors. 1. JNRM, Port Blair. 2. MGG College, Mayabunder. 3. Tagore Govt. College of Education, Port Blair. 4. Dr.BR Ambedkar Govt. Polytechnic, Port Blair. 5. Second Govt. Polytechnic, Port Blair. 6. Project Director, SPIY, (World Bank Assisted Project). 7. Establishment matters: All Service matter in respect of Group 'A' and 'B', 'C' & 'D' Staff of the Educational Institutions including creation of post, appointment, promotion, transfer, posting, framing/amendment of Recruitment Rules, renewal of |

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| | | <p>temporary posts, deputation of staff/ students on duty/various training at mainland etc.</p> <p>8. Accounts matters: -</p> <p>Expenditure sanction for procurement of stationary, machinery, equipments, furniture and works. Sanction of departmental advances and its adjustments. Checking/passing of running account bills. Sanction of personal claim's in respect of Govt. servants like GPF advance/withdrawal / Final payments, Scooter / Car / House building advances etc and watching of allocations / booking of expenditure under various heads.</p> <p>9. General Correspondence:-</p> <p>Correspondence with GOI, UPSC, UGC in connection with the implementation of various recommendations like Pay Commission UGC / AICTE recommendations for revision of scale of pay and other service benefits to the staff of Colleges / Govt. Polytechnics.</p> |

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| | | <p>10. Correspondences in connection with the affiliation/ accreditation of Colleges/Govt. Polytechnics and its renewal from time to time.</p> <p>11. Court cases and disciplinary proceedings.</p> <p>12. Correspondence in connection with seat allotment for higher education in various Educational Institution at mainland.</p> <p>13. Correspondence in connection with consultancy services in collaboration with various Technical Educational institutions.</p> <p>14. Matter related to award of Senior Scale, Selection Grade and Reader to the College teacher.</p> <p>15. Correspondence with MHRD, Home Ministry and other Ministries.</p> <p>16. Attending public complaints on Higher Education/College etc.</p> <p>17. Opening of Engineering Colleges, Polytechnics and Degree Colleges.</p> |

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| 8 | Home Section. <u>Existing Strength</u> 1. AS - 01 (Home/Vig) 2. OS - 01 3. HC - 02 4. HGC - 03 5. LGC - 04 | 1. Matters relating to IPS & DANIPS. 2. Political matters. 3. Passport & Foreigners Act 4. Union War Book. 5. Internal Security Scheme. 6. Civil Military Liaison Conference. 7. National Human Rights Commission. 8. Civil Defence. 9. Criminal Procedure including Magisterial powers. 10. National Foundation for Communal Harmony. 11. Home Guards. 12. Foreigners including poaching activities. 13. Marine Police. 14. IR Battalion. 15. Weekly/Fortnightly/Monthly Reports of Law & Order situation in A&N Islands. 16. ANC matters or matters related to Military and Navy. 17. Citizenship Act / Rules |

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| 9 | | 18. All correspondence (Estt.,Accounts & others) of the Jail Dept. 19. Restricted Area Permission for Foreign Nationals beyond 45 days. 20. Granting permission to Foreign ships for entering in A&N Islands. 21. Correspondence relating to Coastal Security. 22. Correspondence relating to Narcotics Act. 23. Inter State Council. |
| | Labour Section. <u>Existing Strength</u> 1. AS - 01 (Lab/Rev) 2. HC - 01 3. HGC - 01 4. LGC - 01 5. Peon - 01 | 1. Matters relating to All Labour Acts. 2. Matters relating to I.D. Cases. 3. Matters relating to Industrial Workers. 4. Matters relating to Labour Department. 5. Matters relating to Employment Exchange. 6. Conciliation matters. 7. Enforcement of various Labour Laws. 8. Correspondence received from Labour Unions. 9. All Establishment matters in respect of Labour Deptt. & ITI. 10. To monitor World Bank Project being run by ITI. |

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| 10 | Legal Section. <u>Existing Strength</u> 1. DS - 01 (Law) 2. OS - 01 3. HC - 02 4. LGC - 03 5. Daftry - 01 6. Peon - 02 7. Steno - 01 | 1. Vetting all Draft Regulations, Rules/ Statuary Notification, Legal Documents. 2. Dealing with report of Law Commission and other bodies on legal matters. 3. Establishing of Administrative matters relating to the High Court, District Courts, Central Administrative Tribunal and Centrally Sponsored Scheme and establishment of subordinate Court. 4. Preparation of five year and Annual Plan expenditure statements, budget and proposal for renewal of temporary posts of legal section. 5. Arrangement for Circuit Bench of Hon'ble High Court of Calcutta and Hon'ble Central Administrative Tribunal of Calcutta and other visiting Judges. 6. Dealing with the court matters in Hon'ble Supreme Court, High Court and Hon'ble CAT & engagement of Advocates and monitoring the Court Cases. Settlement of fee bills of Advocates. |

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| | | <p>7. Republication of Central Acts, Regulations, Ordinances, etc in the Official Gazette of A & N Administration received from the Ministry, GOI in A & N Gazette.</p> <p>8. State Legal Services Authority Act, 1987. Secretary (Law) is Ex-Officio Member Secretary of A & N SLSA.</p> <p>9. Providing Legal opinion in the references received from various departments of this Administration from time to time.</p> <p>10. Monitoring of Court Cases during Circuit Sitting of Hon'ble High Court & CAT.</p> <p>11. Maintenance of Law Library.</p> <p>12. Matters relating to Litigation, Regulations and Rules,</p> <p>13. All matters relating to Prosecution Branch.</p> <p>14. Appointment of Notaries.</p> <p>15. Appointment of Govt. Pleader & Panel Lawyers.</p> <p>16. Notifications under article 239 & 299.</p> |

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| 11 | Medical & Public Health Section <u>Existing Strength</u> 1. AS - 01 2. OS - 01 3. HC - 02 4. LGC - 03 5. Daftry - 01 6. Steno - 01 | 1. Service matters in respect of Group 'A' & 'B' posts including CHS cadre, appointment, DPC, promotion, creation of posts, renewal of temporary posts, transfer & posting, seniority, disciplinary action, scrutiny and finalization of Recruitment Rules in respect of staff of Health Department. 2. Health cadre in Andaman & Nicobar Islands. 3. State Pharmacy Council. 4. Deputation of medical and Para-medical personnel for various training/seminars and World Health organisation (WHO) Fellowship. 5. Purchase of Medicines, Equipments and Machineries (beyond the delegated powers of Director of Health Services) 6. Drugs and Cosmetic Act and Rules. 7. Prevention of Food Adulteration Act & Rules. 8. A&N AIDS Control Society & A&N Health Cadre. 9. Pre-Natal Diagnostic Techniques Act & Rules. |

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| | | <p>10. Medical Termination of Pregnancy Act.</p> <p>11. Mental Health Act & Rules.</p> <p>12. Birth and Death Act & Rules.</p> <p>13. All Administrative matters related to Health department including Health Care/Health Education Programme etc.</p> <p>14. Medical Council of India Act & Rule.</p> <p>15. Indian Nursing Council.</p> <p>16. Dental Council of India Act & Rules.</p> <p>17. Medicinal Plants Board.</p> <p>18. Indian System of Medicine/ Homoeopathy (ISM&H)/Ayurveda.</p> <p>19. National Population Policy & Planned Family Programme.</p> <p>20. Telemedicine Project & Visit of Super Specialists from Mainland.</p> <p>21. Indian Red Cross Society.</p> <p>22. NVBDCP (National Vector Borne Disease Control Programme) (Communicable and Non-communicable disease.)</p> <p>23. Registration of Private Medical Clinics/Hospitals.</p> |

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| 12 | | 24. National Goiter Control Programme. 25. Imparting of Training in Nursing. 26. Imparting of MPW Training. 27. Creation of infra-structural facilities in PHC/CHC/Hospital Building/ renovation. 28. National Health Programmes/NRHM 29. Prohibition of Smoking in public places. 30. Implementation of AYUSH Programme. 31. Establishment of new Medical College. 32. Bio-Medical Waste Management |
| | Official Language Section <u>Existing Strength</u> 1. AS (OL)/HO- 01 2. Stenographer- 01 3. Hindi Pradhyapak - 01 4. Sr.Hindi Trltr. - 05 | Hindi Translator 1. Translation work. 2. Vetting of translation. 3. Implementation of Official Language. 4. Conduct of Hindi Workshop. 5. Inspection of progressive use of Hindi in various offices. |

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| 5. Hindi Trltr. - 08 | | 6. Conduct of Hindi Typing/ Stenography Training examination. |
| 6. Jr.Hindi Trltr. - 06 | | 7. Conduct of quarterly meeting of Official Language Implementation Committee. |
| 7. Hindi Ty. Instr. - 01 | | 8. Preparation of minutes of meeting. |
| 8. OS - 01 | | 9. Conduct of various programmes like State Level Workshop, Official Language Conference, Hindi Fortnight, Hasya Kavi Sammelan etc. by the Official Language department. |
| 9. Head Clerk - 01 | | 10. Other works entrusted by senior officer from time to time. |
| 10. HGC - 03 | | |
| 11. LGC - 07 | | |
| 12. Gestr. Operator - 01 | | |
| 13. Comp. Optr.- 01 | | |
| 14. LVD - 01 | | |
| 15. Daftry - 01 | | |
| 16. Saf.- cum-Chow - 01 | | Establishment and Accounts |
| 17. Safaiwala - 01 | | 1. Implementation of Official Language Act/Rule/Policy in various offices. |
| 18. Peon - 01 | | 2. Work related to appointment, posting, promotion, DPC and ACP of the post of Official Language department and Official Language Cadre. |
| | | 3. Creation of post, legal matter, pension, preparation of Estt. related report, maintenance of Service Book and issuing of PIC. |

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| 13 | | <p>4. Work related to stationary and Library.</p> <p>5. All types of advances, withdrawal, medical/tuition reimbursement and audit report.</p> <p>6. Diary/Despatch, vehicle, typing and file weeding out.</p> <p>7. Annual Confidential Report.</p> <p>8. Maintenance of Gestetnor, Copier and Xerox machines.</p> <p>9. Maintenance of records.</p> <p>10. Work related to Recruitment Rules.</p> |
| | <p>Personnel Section</p> <p><u>Existing Strength</u></p> <p>1. D.S - 01 (Law)</p> <p>2. A S - 01</p> <p>3. OS - 01</p> <p>4. HC - 02</p> <p>5. HGC - 02</p> <p>6. Com. - 01 Asst.Gr.A</p> <p>7. Steno - 01</p> | <p>(i) Personnel Wing No.I</p> <p>1. Service matters relating to All India Service officers/IAS (AGMUT)/ DANICS (UTCS) officers including Transfers and posting of IAS/ DANICS Officers.</p> <p>2. Work allocation amongst CS,Commissioners/Secretaries etc.</p> <p>3. Training including foreign Programme/ Assignment of IAS/ UTCS officers.</p> |

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| | | <ol style="list-style-type: none"> 4. Matters relating to filling up of vacant posts in various Deptt. 5. Revival of deemed abolished posts. 6. Submission monthly/half yearly return on ad-hoc appointment to Gr.'A' & 'B' posts made by different Deptt. of A&N Admn. 7. Furnishing of comments on references from Hon'ble MP etc/ demands of various service Associations, Trade Unions etc. 8. Monitoring of UPSC pending cases pertaining to different deptt. under A&N Admn & Consultation with UPSC related correspondence. 9. Training of in-service LGCs/Steno (OGs) & Conducting of type writing test for in-service LGCs. 10. Implementation of Plan Scheme viz re-organization and strengthening of Secretariat Establishment. 11. Conducting of Recruitment examination for filling up of the posts of LGCs and Steno (OG) of AC/ stenographic cadre and allied matters.. |

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| | | <p>12. Court cases connected with recruitment examination in r/o LGC/ Steno (OG)</p> <p>13. Vetting of RRs for all posts of various Deptt. under A&N Admn.</p> <p>14. Pay Commission matters including Anomaly Committee meeting & correspondence relating to sanction of ISA/SCA/TA.</p> <p>15. Matter relating to reservation of SC/ ST/OBC/HC/Ex- sports persons etc & Maintenance of Reservation Roster in respect of LGCs/Steno (OG) of AC/ Stenographic Cadre.</p> <p>16. Appointment against Group 'A' & 'B' posts including Sect. Estt.</p> <p>17. Rendering opinion on files relating to other Deptt./Sections on service matters.</p> <p>18. Constitution of recruitment cell for group 'C' Non-Technical post under A&N Admn.</p> <p>19. Promotion Deputation of IAS / UTCS Officers.</p> <p>20. Civil list of IAS/UTCS officers.</p> |

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| | | <p>21. Cadre review of IAS/UTCS.</p> <p>22. Appointment of IAS/UTCS officers as election observers / Chief Electoral Officer and related correspondence etc.</p> <p>23. Correspondence relating to DANICS/ Islands Civil Service Rules.</p> <p>24. Court cases relating to IAS/UTCS Officers.</p> <p>25. Tour programme of IAS/UTCS Officers..</p> <p>26. All property return of IAS/DANICS</p> |
| | <p><u>Existing Strength</u></p> <p>1. OS - 01</p> <p>2. HC - 03</p> <p>3. HGC - 02</p> <p>4. LGC - 05</p> | <p>(ii) Personnel Wing No. II</p> <p>1. Service matter including filling up the post, Promotion, Confirmation, transfer & Posting, Seniority list, Deputation, Fixation/ Stepping up of pay / Stagnation increment of AC / Stenographic Cadre.</p> <p>2. Work allocation amongst the Assistant Secretaries.</p> <p>3. Placing of group B&C staff in Secretariat Estt. on Pension list.</p> <p>4. Visit of Parliamentary Committee on service matters.</p> |

| Sl.No | Name of Section | Allocation of Business |
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| | | <ol style="list-style-type: none"> 5. Filling up the post of Junior Analyst, STA & JTA. 6. Matters related to Service Associations and allied correspondences. 7. Transfer Policy. 8. Implementation of ACP Scheme in respect of AC/Stenographic Cadre. 9. Conversion/renewal of temporary posts in Secretariat Estt. 10. Grant of exemption from passing typing test in respect of Clerical Cadre staff. 11. Monitoring of Court cases pertaining to AC/Stenographer /Staff Car Drivers Cadres 12. Issue of NOC/Permission under CCS (Conducts) Rules etc., Property returns and related correspondences in respect of group B & C staff of Clerical Cadre / Stenographic cadre. 13. Matters relating to various types of advance to staff of Clerical / Stenographic cadre and other GR. B/C/D staff of Sect. Estt. |

| Sl.No | Name of Section | Allocation of Business |
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| | | <p>14. Issue of NOC to Clerical/ Stenographic cadre staff for obtaining passports.</p> <p>15. Sanction of cash handing allowance/ personal allowance.</p> <p>16. Grant of permission for higher studies.</p> <p>17. Matters relating to conducting of UPSC/SSC exams at Port Blair center.</p> <p>18. Deputation of Clerical/Stenographic Cadre staff for training under the Hindi teaching scheme.</p> <p>19. Policy matter relating to Compassionate appointment including the cases in respect of clerical / stenographic cadre staff</p> <p>20. Grant Leave/ Joining time to Group C & D/ Gazetted Officers (other than IAS/DANICS) & leave encashment in respect of Secretariat Establishment</p> <p>21. Matters relating to change of Name, change of Home Town, leave encashment etc etc.</p> <p>22. Grant of overtime allowances / Honorarium.</p> |

| Sl.No | Name of Section | Allocation of Business |
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| | | <p>23. Deployment of staff in the State Control Room/Railway Reservation Counter etc.</p> <p>24. Placing of staff for Election, Census and other Events.</p> <p>25. Disposition list of employees of AC/Stenographic cadre and allied matters.</p> <p>26. Forwarding of application for better job in r/o Clerical/ Stenographic personnel.</p> <p>27. Delegations of Powers of Appointing/Disciplinary Authority</p> <p>26. Disposal of Applications under RTI Act, related to Personnel Wing</p> <p>27. Examination of other Sections/ department's files relating to personnel matters;</p> <p>29. Disciplinary proceedings against Clerical / Stenographic cadre staff in respect of Secretariat Establishment;</p> <p>30. Service matter relating to Group D staff and Staff Car Drivers including filling up Group D posts in the Secretariat.</p> |

| Sl.No | Name of Section | Allocation of Business |
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| | | 31. Parliament Questions relating to Personnel Wing. |
| | <u>Existing Strength</u> | |
| | 1. HC - 01 | |
| | 2. HGC - 01 | |
| | 3. LGC - 01 | |
| | | (iii) Confidential Wing |
| | | 1. Completion of ACRs in respect of IAS. IPS. DANICS and DANIPS Cadre Officers. |
| | | 2. Maintenance of ACR folder in respect of group 'A' & 'B' (Gazetted) Officers of all the departments of the Administration. |
| | | 3. Maintenance of ACR folder of Amalgamated Clerical Cadre employees. |
| | | 4. Maintenance of ACR folder of Amalgamated Stenographer Cadre employees. |
| | | 5. Maintenance of ACR folders of IT Cadre employees. |
| | | 6. Award of Lt. Governor's Commendation Certificate. |

| Sl.No | Name of Section | Allocation of Business |
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| 14 | Planning Section <u>Existing Strength</u> 1. JS(Plg/ RD&LSG) - 01 2. OS - 01 3. HC - 02 4. St. Astt. - 01 5. HGC - 01 6. Com. Asst Gr.A - 01 7. LGC - 01 8. Driver - 01 9. Gest. Operator - 01 10. Daftry - 01 11. Peon - 01 12. Steno - 01 | 1. All matters relating to five year plan/ Annual Plan. 2. Clearance of Estimates / Proposals wherever concurrence of Planning is required. 3. Submission of reports on five year / Annual Plans as per the requirement of planning Commission & MHA. 4. District Planning committees/ State Planning Board etc. 5. Correspondences with the Planning Commission/Ministries on planning matters. 6. Nodal Deptt. for NGOs / voluntary sector. 7. Nodal Deptt. for State Development Report of A&N Islands. 8. Correspondences relating to Cabinet Secretary's meeting on inter-ministerial issues. 9. State Unique Identification Authority (SUIDA) correspondences reg. 10. Monitoring of Core projects in A&N Islands. 11. Public Private Partnership |

| Sl.No | Name of Section | Allocation of Business |
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| | | 12 National Development Council:- Correspondences 13. Matters relating to Special Economic zones (SEZs) 14. Self Help Group: - Correspondences. 15. Evaluation studies. 16. UT/State Level Banking Committee 17. UID |
| | <u>Existing Strength</u> 1. Evaluation Officer - 01 2. Stat. Officer - 01 3. Sr.Investigator - 02 4. Stat. Assistant - 01 5. HC /AIC - 01 6. Comp. Asst. Gr.A - 01 7. Peon - 01 8. Gestr. Opetr. - 01 | (i) Monitoring & Evaluation 1. All matters relating to IDA and standing committee of IDA. 2. Monitoring of Annual Plan & TRP and submission of reports. 3. Monitoring of Centrally Sponsored Schemes. 4. Conducting of review meetings and its follow up. 5. Monitoring of Flagship Programmes, as per the requirement of the Administration. |

| Sl.No | Name of Section | Allocation of Business |
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| | | <p>(ii) Programme Implementation & Twenty Point Programme.</p> <ol style="list-style-type: none"> 1. All matters relating to Twenty Point Programme, submission of reports, review meetings and follow up. 2. All matters relating to MPLAD scheme, Review meetings and follow up. 3. All matters relating to HMAC. <p>(iii) R & R (Submission to Commissioner(R&R))</p> <ol style="list-style-type: none"> 1. Relief & Rehabilitation. 2. Disaster Management. 3. Tsunami Rehabilitation Programme. |
| 15 | <p>Power Section</p> <p><u>Existing Strength</u></p> <ol style="list-style-type: none"> 1. AS - 01 (Ship/Power) 2. O.S. - 01 3. AIC - 02 4. Peon - 01 | <ol style="list-style-type: none"> 1. Matters relating to the Electricity Deptt. (Policy & establishment) 2. Correspondence relating to Power with the MOP, MNES, CEA etc. (Policy & Routine) 3. Representations from various Association/unions. |

| Sl.No | Name of Section | Allocation of Business |
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| | | <ol style="list-style-type: none"> 4. Administrative Approval of various scheme 5. Power evacuation from Bambooflat to Garacharma Sub-station and from KHEP, Diglipur to Middle Andaman. 6. Filling up of Group A & B posts. 7. Framing of RRs for all categories of posts borne in the Electricity Department. 8. Disciplinary case in respect of Group A & B officers of Electricity Department. 9. Transfer and posting of Group A & B officers. 10. Creation of renewal of posts. 11. Revision of electricity tariff. 12. HMA/IDA matters relating to Electricity Department. 13. Implementation of Electricity Act. 14. Administrative Approval & Expenditure Sanction for all purchases beyond the financial competency of SE. |

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| 16 | | 15. Write off sanction of condemned vehicles/stores etc. 16. Public Grievances relating to Electricity Department. 17. Power section Reforms. 18. Implementation of PPA between M/s SPCL and A&N Administration |
| | PWD & Urban Development Section <u>Existing Strength</u> 1. AS - 01 2. OS - 01 3. HGC - 02 4. LGC - 02 | 1. All Service matter in respect of Group 'A' & 'B' Staff of the APWD including creation of post, appointment, DPC, promotion, transfer, posting, framing / amendment of RRs, renewal of temporary posts, Deputation, repatriation of officers / duty-cum-tour of Group 'A' Officers. Vigilance and Disciplinary cases and pension of staff etc. 2. Maintenance and Management of Govt. Guest Houses. 3. Administrative Approval and Expenditure sanction of Civil works etc., SFC & EFC cases. 4. Policy matter in respect of Works. |

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| | | <ol style="list-style-type: none"> 5. Monitoring of Civil works, Minor irrigation projects, Drinking water project, Solid waste management, Quality control etc, roads, bridges, flood control Sea Erosion. 6. Matters relating to Development of Infrastructure projects. 7. Annual Plan, Five Year Plan in respect of APWD. 8. Enlistment/Up-gradation of Contractors of APWD. 9. All matters relating to Ministry of Water resources. 10. All matters relating to housing excluding government housing. 11. All matters relating to Department of Drinking Water Supply. 12. National Rural Drinking Water Supply. 13. PM Gram Sadak Yojna. |

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| 17 | <u>Existing Strength</u> 1. HC - 01 2. HGC - 01 | i) Urban Development 1. All matters relating to Urban Development. 2. Master Plan 3. Town & Country Planning 4. All matters relating to PBMC 5. Release of Grant-in-Aid to Municipal Council 6. Matters relating to JNNURM. 7. Budget & Budget related matters of PBMC 8. Plan & Plan related matters of PBMC. |
| | Revenue Section <u>Existing Strength</u> 1. AS - 01 (Lab/Rev) 2. OS - 01 3. HC - 01 4. HGC - 02 5. LGC - 02 | 1. Revenue Admn. of all the 3 Districts of Andamans and Nicobars. 2. Matters relating to revenue appeal case. 3. Change of place-Names. 4. Updating of Land Records. 5. According Administrative Approval and Expenditure sanction of proposals. |

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| | | 6. Allotment of land to Defence / Govt. Deptts / Individuals. 7. Land Revenue and Land Reforms Regulation and Rules. 8. Renewal of Grants in respect of Govt. Plantation. 9. Land acquisition for Public purposes. 10. Award of Compensation and Rehabilitation of affected persons. 11. Matters relating to Marriage license. 12. Allotment of Quarry permits etc. 13. Defence Exercise and Firing Practices. 14. Rent Control Act/Rules. 15. Grant of Sale Permission. 16. Establishment matters relating to DC(A), DC(N) & DC(N&M) 17. Islands Identity Card. 18. Census. 19. Revenue and Forest Interaction. 20. Encroachment, Regularization and Evictions. 21. Stamp Act and Rules. 22. Survey and Settlement of Revenue and Forest areas. |

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| | | 23. Issuance Local Certificate. 24. General Election. 25. Rajya Sainik Board. 26. Recruitment Rallies (Army) 27. All Ex-serviceman matters. 28. Wakf matters. 29. Pension matters of Freedom fighters through D.C.(SA). 30. National Population Registration Work/MNIC 31. State Haj Committee. |
| 18 | Rural Development & Panchayat <u>Existing Strength</u> 1. JS (Plg/ - 01 RD&LSG) 2. OS - 01 3. HC - 02 4. HGC - 02 5. LGC - 02 6. Peon - 01 | 1. All matters relating to PRIs. 2. Matters relating to Department of Rural Development and Panchayati Raj. 3. Release of grant-in-aid to PRIs 4. Correspondences relating to Election Commission. 5. Correspondences relating to Finance Commission. 6. Establishment / Accounts matters of Panchayat & Rural |

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| | | <p>Development which are beyond delegated powers of HOD / Appointing Authority.</p> <p>7. Matters relating to Panchayat Regulation /Rules.</p> <p>8. Matters relating to Election to PRIs & Urban Local Bodies.</p> <p>9. Establishment matters of PRIs</p> <p>10. Sanction of pension to ex-members of Pradesh Council.</p> <p>11. Correspondences relating to Rural Development Programmes.</p> <p>12. Budget and Budget related matters of PRIs & Directorate of Rural Development.</p> <p>13. Plan and plan related matters of PRIs</p> <p>14. Court Cases relating to PRIs.</p> <p>15. Matters relating to NREGA</p> |
| 19 | <p>Shipping & Ports Section</p> <p><u>Existing Strength</u></p> <p>1. AS - 01 (Ship/Power)</p> | <p>Shipping</p> <p>1. Acquisition of vessels and related correspondence including appointment of consultant, release of stage payment to Shipyard/consultant etc.</p> |

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| 2. Steno - 01 | | 2. Operation of vessels in mainland- Island and inter- Island sector including matters relating to appointment of manning agent, catering & victual - ling contractor, stevedoring contractor bunkering, purchase of spares etc., and release of payments. |
| 3. OS - 01 | | 3. Matters relating to APS / repair of mainland - Island and inter- Island vessels. |
| 4. HC - 04 | | 4. Condemnations / disposal of unserviceable vessels / stores. |
| 5. HGC - 01 | | 5. Creation of posts and framing of RRs. |
| 6. LGC - 03 | | 6. Fixation / revision of passenger fare in respect of mainland- Island, inter-Island vessels etc. and matters relating to grant of concession to different categories of passengers. |
| | | 7. Allotment of quota of tickets to various categories of passengers in mainland - Island / inter - Island vessels. |
| | | 8. Matters relating to formulation of Five Year Plan and Annual Plan. |

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| | | <p>17. Follow-up action on the Minutes of meeting of the Ministry of Shipping, IDA regarding functioning of shipping services.</p> <p>10. Administrative approval & Expenditure sanction for civil Works of DSS.</p> <p>11. Appointment of Officers of Mainland- Island vessels.</p> <p>12. Matters relating to Audit Paras of DSS.</p> <p>13. Filling up of Group 'A' & 'B' posts of Shipping Department.</p> <p>14. Various establishment matters of Shipping Department.</p> <p>15. Various service matters of employees of Shipping Depttt.</p> <p>16. Scrutiny of Plan Scheme proposals.</p> <p>17. Matters relating to Court Cases.</p> <p>Port Management Board.</p> <p>1. Establishment matters of PMB.</p> <p>2. Scrutiny of Plan Scheme proposals.</p> <p>3. Matters relating to extension of IV limits.</p> |

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| 20 | | 4. Matters relating to Court Cases. 5. Matters relating to formulation of Five year Plan and Annual Plan. 6. Matters relating to Audit paras. 7. Matters relating to Wreck of vessels. 8. Creation of posts and framing of RRs. 9. Filling up of Group 'A&B' posts, 10. Matters relating to Port Rules / Harbour Craft Rules. |
| | Vigilance Section <u>Existing Strength</u> 1. AS - 01 (Home/Vig.) 2. OS - 01 3. HC - 02 4. STENO - 01 5. HGC - 02 6. LGC - 01 7. Comp. - 01 Asst. Gr.A 8. Peon - 01 | 1. Vigilance and Anti- Corruption Work. 2. Correspondence with CVC. 3. Periodical cases pending with different Depts. 4. CBI. 5. Tending opinion on vigilance / disciplinary matters. 6. Vetting of Charge sheets. 7. Seeking CVCs first and second stage advice in departmental proceedings against the Gazetted officers. |

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| | | <ol style="list-style-type: none"> 8. Vigilance Clearance of Group A, B and AC Cadre. 9. Quarterly Statistical Returns, Scrutiny and examination of Vigilance reports arising out of complaints against Group 'A' Gazetted Officers. 10. Scrutiny and examination of Vigilance report arising out of complaints against Group 'B' 'C' & 'D' officials. 11. Sanctions for Prosecution. 12. Maintenance of 'Agreed list'. 13. Training on Vigilance related matters. |