

CHAPTER-III

SECRETARIAL ORGANISATION, FUNCTIONS OF SECRETARIAT OFFICERS AND COMMON CATEGORIES OF GROUP 'B' AND 'C' (MINISTERIAL) AND 'D' STAFF.

4. SECRETARIAT ORGNIZATION

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 as placed at **Appendix - 1**. The Secretariat of the A&N Administration is located at Port Blair 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 as on date will be found in **Appendix - 2**.
- (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:-

5. 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 Adimjanjati Vikas Samiti, (d) Chairman of Andaman & Nicobar Islands Integrated Development Corporation. He not only provides guidance and leadership to the officers and staff employed in Secretariat, but also to other departments under Administration. His most important role is to secure coordination and unity of purpose in the Governmental machinery.
- (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 matter relating to Home and Security;

- (f) Responsibilities for Political matters.
- (g) Responsibilities for matter not falling within the categories of subjects assigned to other Secretaries.

6. COMMISSIONER –CUM-SECRETARY/SECRETARIES:-

- (i) A Commissioner-cum-Secretary/Secretary is ordinarily incharge 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.
- (ii) There is post of Development Commissioner, Commissioner-cum-Secretary (Fin.), 2 Commissioner-cum-Secretaries, 2 Secretaries including a Resident Commissioner and a Secretary(law). The sanctioned strength of IAS Cadre in A&N Islands is 8 +1 (Ex-cadre post of M.D., ANIIDCO).

Allocation of subject among Secretaries is issued from time to time by Personnel Department with the approval of LG.

- (iii) The Secretaries under the Administration are assisted by such Gazetted and other staff subordinate to them as the Government may determine from time to time. Allocation of subjects among Secretaries is done from time to time by Personnel Department with the approval of L.G.
- (iv) Commissioner-cum-Secretaries shall submit cases to the Lt. Governor through Chief Secretary.

7. 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.

8. JOINT/DEPUTY/ASSISTANT SECRETARIES/BRANCH OFFICERS:-

- (i) An officer-in-charge of one or more sections is called Branch Officer. He 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 work 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 arrears 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 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.

9. PRIVATE SECRETARIES

(a) 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 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.

(b) Other 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/HOD.
15. Overall supervision of the Personal Section of concerned Commissioner –cum-Secretary/Secretary/HOD.

10. 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 officers;

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 others 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 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 Secretary/HOD.
17. And generally assisting the officer in such manner as he may direct.

11. SECTION OFFICER/OFFICE SUPERINTENDENT:-

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

1. 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 discipline in the section;
 - e) Maintenance of a list of residential addresses of the Staff.
2. Responsibilities relating to Dak-
 - a) To go through the receipts;
 - b) To submit receipts which 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.
3. 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.
4. 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 to ensure that no paper of 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)
5. 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
6. 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 deal with such confidential or other work of the Section/office as may be entrusted to him by the Branch Officer or higher officer;

12. 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 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 checks;
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 Building 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 of 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 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.

13. 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;
- ji) 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.

14. 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 do the following instruction for the up-keep and maintenance of typewriters;
- f. Each machine should be thoroughly tested every morning before work commence;
- g. The machine should be thoroughly dusted and all surplus oil wiped off and the types cleaned (with type brush);
- h. The front and back rails on which the carriage runs should be lightly oiled weekly and kept free from dust;

- i. Oil lightly all the type bars at hangers every month;
- j. If rust starts, stop it at once by oiling the parts affected;
- k. Keep the dogs and encampments wheel slightly oiled;
- l. Nothing but the best typewriter oil should be used (Thick Typewriter oil clogs the working parts of the machine);
- m. The typewriter should always be covered when not in use;

15. LOWER GRADE CLERK (DIARIST)

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

- a. To place all receipt 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/Officer 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;
- 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 of work as may be entrusted by the Section Officer or Higher Officer.

16. DEPUTY MANAGER (IT)

- a. They shall be under the administrative control of the respective Head of Department/Head 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 Head of Departments/Head of Offices 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 head 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 Joint Secretary (IT)/Secretary(IT).
- i. They shall be responsible for identifying the deptt. Officials and impart basic computer training. They shall submit a monthly progress report to 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 regards to 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 Head of Department/Head of Offices.

- 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 departments 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).

17. ASSISTANT MANAGER (IT)

- a. They shall be under the administrative control of the respective Head of Departments / Head 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 Head of Department/ Head of Offices 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 head of department.
- g. They shall be responsible for preparation of system requirement study in consultation with the Programme Implementing Officers of the department and develop 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 Head of Department.
- i. They shall be responsible for identifying the department's officials and impart basic computer training. They shall submit a monthly progress report to 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) through the concerned Head of Department.
- k. They shall be responsible for launching of website if not already done and periodic up-dation 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 Head of Department / Head of Offices.
- 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).

18. COMPUTER ASSISTANT GRADE 'B' & 'A'

- a. They shall be under the administrative control of the respective Head of Departments /Head 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 re responsible for maintenance 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 Heads of Departments/ Head of Offices 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) through the concerned Head of Department.
- h. They should encourage usage of IT in respective department in day to day functioning.
- i. Any other works as may be assigned be he respective Head of Office/ Head of Department /Joint Secretary(IT)/Secretary (IT).

19. 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 record/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 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.

20. 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 concerned
- d. He should not leave office without permission of the Section officer under whom he works. If he 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.

21. *'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.

22. *CONSTITUTIONAL BODIES'*

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

23. *'STATUTORY BODIES'*

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

24. *'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.

25. '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.

26. 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.

27. 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 (Nicobars).
- (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 Port Blair, 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 Rangat 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.

28. PAY AND ACCOUNTS ORGANISATION

- (i) As per the Govt. of India's decision, the Accounts were separated from Audit in these Islands with effect from 1-6-1980 and the Chief Pay and Accounts Office started functioning from that date with three Pay & Accounts Officers, one each at Port Blair, Rangat and Car Nicobar, and Principal Accounts Office headed by Director of Accounts & Budget as Head of Office. Pay & Accounts Officer, Car Nicobar and Rangat are also declared as Heads of Office. The Finance Secretary—Chief Pay and Accounts Officer is the Head of department and the Chief Secretary is the Chief Accounting Authority. There is an Accounts Officer for the internal inspection of the accounts of the Departments/Office.

29. VIGILANCE AND ANTI-CORRUPTION

A Vigilance and Anti Corruption Unit functions under the Chief Vigilance Officer i. e, the Chief Secretary with a view to take prompt action on the complains of corruption etc. The following Heads of Departments have been appointed as Vigilance Officers for the respective Departments:-

1. Director General of Police.
2. Principal Chief Conservator of Forests.
3. Chief Engineer, APWD.
4. Director of Shipping Services.
5. Director of Health Services.
6. Director of Education.
7. Development Commissioner.
8. District and Sessions Judge.
9. Deputy Commissioner, South Andaman.
10. Deputy Commissioner, Nicobar District.
11. Deputy Commissioner, North & Middle Andaman.

30. 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) Port Blair

1. District & Sessions Judge Court at Port Blair 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.

31. HEADS OF DEPARTMENTS/OFFICES

The Administration of the territory is carried on in 33 major departments such as Forest, Police, Works, Shipping, Transport, Agriculture, Animal Husbandry and Veterinary Service, Fisheries, Co-operation, Industries, Health, Revenue, Justice, Electricity, Labour, Employment, Pay and Accounts Organisation and Civil Supplies. A list of all the Heads of Departments/Offices of the Administration and of the Central Government, functioning in these Islands will be found at **Appendix-3-A and 3-B** respectively.

32. 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, Port Blair.
(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.

33. ISLANDS DEVELOPMENT AUTHORITY (IDA)

1(i) The Island Development Authority (IDA) was constituted in August, 1986 under the Chairmanship of Prime Minister to formulate policies and programmes for an integrated development Andaman and Nicobar Islands and Lakshadweep.

(ii) The terms of references of the IDA are as follows :-

- a) to decide on policies and programmes for an integrated development of the islands, keeping in view of all aspects of environmental protection, as well as the special technical and scientific requirement of the Islands; and
- (b) to review progress of implementation and impact of the programmes of development.

(iii) The Island Development Authority Cell in the Planning Commission serves as the Secretariat for IDA.

2(i) A Standing Committee under the Chairmanship of Deputy Chairman, Planning Commission was also constituted in October, 1990 to follow up/review the decisions of IDA.

(ii) The terms of reference for the Standing Committee are as follows:-

- a) Preparation of perspective plans for both the islands, identifying appropriate programmes, within the special requirements and limitations of the islands.
- b) To advise on plan priorities/programmes/financial involvements etc., and to assist in the formulation of Annual and Five Year Plans by the UT Administration and relevant Ministries.
- c) To monitor and review the progress of development activities and plans in terms of their implementation, bottlenecks, if any, shortfalls, gaps, financial progress, requirements etc.
- d) To facilitate interaction with Central Ministries and agencies, UT Administrations and both agencies, to provide the technical and other support needed for the development of these islands.
- e) To sponsor special studies, as required.
- f) To take all such measures as may be necessary for ensuring environment of the islands on scientific lines.
- g) The Standing Committee will meet at least twice in a year.