

F.No.5-18(OP)/2008-AR
अंडमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
सचिवालय / Secretariat

Port Blair, dated the 5th December, 2008

Press Note

It has been felt necessary to amend the existing Manual of Office Procedure by deleting the provisions which have become obsolete/redundant. Accordingly the Administrative Reforms Wing of the Secretariat has attempted to review the existing Office Manual and a amended draft has been uploaded in the official website of A & N Administration.

All concerned are therefore, requested to go through the amended draft Manual of Office Procedure and give their valuable suggestions/views to the Secretary(AR), A & N Administration or mail to [asar @ and.nic.in](mailto:asar@and.nic.in) latest by **15th December, 2008**, so that the same can be incorporated in the next edition of Manual of Office Procedure, which is scheduled to be published by January, 2009.

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Assistant Secretary(AR)

Copy to:-

1. The Chief Editor, The Daily Telegrams, Port Blair with the request that arrangements may kindly be made to publish the above Press Note in The Daily Telegrams.
2. The Director, Doordarshan, Port Blair with the request that arrangements may kindly be made to telecast the above Press Note through 'Dweep Darpan'.
3. The News Editor, All India Radio, Port Blair with the request that arrangements may kindly be made to broadcast the above Press Note through 'Daily News Bulletin'.
4. All Heads of Departments/Heads of Offices for kind information and necessary action.
5. PS to CS for kind information of Chief Secretary, A & N Administration.
6. All PS/PAs of Commissioner-cum-Secretaries/Secretaries.
7. All Sections in Secretariat.
8. SIO, NIC, Port Blair.

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Assistant Secretary(AR)

