



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

Port Blair, dated the 28th January, 2009

To

1. All Commissioners/Secretaries,
A & N Administration,
Port Blair.
2. All HODs, {Except DGP, Dir. (Ec.& Statistics)}
A & N Administration,
Port Blair

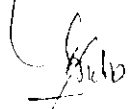

Sub:- Up-dation of Manual of Office Procedure-Reg.

Sir/Madam,

I am directed to refer the Press Note dated 5th December, 2009 thereby comments/suggestions on the draft updated Office Procedure Manual was called for but the same is still awaited.

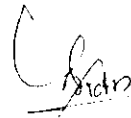
We gratefully welcome intimation of errors or omission in this manual and suggestions for qualitative improvement of its contents latest by **16th February, 2009**. The soft copy of the draft manual has already been uploaded in official website www.and.nic.in.

Yours faithfully,


(K.M.Lohidakshan)
Assistant Secretary(AR)


Copy to:-

1. PA to Secretary(AR) for kind information of Secretary(AR)
2. SIO, NIC, Port Blair.


Assistant Secretary(AR)
