

NO:48-20/2008-PW
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated the 7th July, 2010.

CIRCULAR

With a view to streamline the activities of Personnel Wing, which deals with the service matters of Amalgamated Clerical/Stenographic Cadre employees and to ensure availability of various circulars/orders/letters being issued from Personnel Wing, the Administration with the assistance of NIC, Port Blair has developed a separate website/webpage for the benefit of the departments and employees concerned.

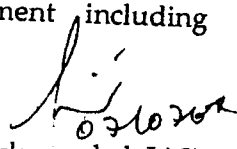
Personnel Wing had been making efforts to feed data of all members of the above two Cadres and their family members including residential addresses (both permanent and temporary) to facilitate better dealing of their service matters, but it has been observed that in spite of repeated requests, the information required by the Personnel Wing is still to be received from majority of the departments.

It has also been observed that the information received from the departments are either incomplete or not upto date, which defeat the very purpose of the efforts being made in this regard. The circulars/orders being issued by Personnel Wing are also being fed to the webpage of Personnel Wing for information and reference to all concerned.

The departments/members of the above Cadres are advised to login www.and.nic.in to find out availability of data in respect of all the employees of the respective departments/ individual and submit details of the employees, whose details are either not available or incomplete, immediately to the Administration.

All the departments/members of the Clerical/Stenographic Cadre are directed to ensure that their particulars in the prescribed Proforma are reached Personnel Wing by 31.07.2010 positively so that the process is completed in a time frame and data can be used from August, 2010.

All Heads of Departments/Offices shall ensure that this communication is circulated to all the Clerical/Stenographic Cadre employees posted in the department including Subordinate Offices under them.


(Abraham Varickamackal, IAS)
Secretary (Personnel)

To

1. All Heads of Departments/Offices including Offices located at Delhi, Kolkata & Chennai
2. All Sections in the Secretariat

Copy also forwarded to:-

The Private Secretary to LG
The PS to Secretary (Perl)
The Officer-in-Charge, NIC, Port Blair.


07/07/2010
Assistant Secretary (Perl)

Personnel Wing



Secretariat

A & N Administration

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Personnel Wing - Secretariat

Personnel Wing is entrusted with multifarious functions related to Personnel Management as compared to the other Sections in the Secretariat. It is ideally located in the Annex Building of the Secretariat Building.

Personnel Wing is under the Administrative Control of **Secretary(Personnel)** with Assistant Secretary (Personnel) as Branch Officer, who also functions as Head of Office and DDO for Secretariat Establishment.



The Section is bifurcated into two Sections viz. **Personnel Wing-I** and **Personnel Wing-II** under the supervision of independent Office Superintendents, who report to the Assistant Secretary(Personnel).

For suggestions & queries, please contact

Shri Abraham Vardckamackal
Secretary (Perf.)

Phone No :
03192-234880 (Off.)
03192-233629 (Fax)
Intercom Ext. 134

Public Meeting Hours
12:00 PM to 1:00 PM

Shri S.K.Nandi
Assistant Secretary (Perf.)

Email : secypr@and.nic.in
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National Informatics Centre
Ministry of ITC & DE, Port Blair

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**Andaman & Nicobar Administration
Secretariat**

**STAFF PERSONAL BIO - DATA
(AC/Stenographic Cadre)**

01	Employee Code (to be filled by Perl. Wing)	
02	Name	
03	Sex (Male / Female)	
04	(a) Fathers name (b) Spouse name	
05	Marital Status	
06	Date of Birth	
07	Designation	
08	Address : (a) Permanent (b) Temporary (for correspondence) (c) Telephone Numbers :	
09	(a) Educational qualification :	1)
	(b) Additional qualification (Computer education /knowledge)	1)

10. Initial appointment details

A	Date of appointment
B	Appointed as
C	Order No. and date

11. Details of postings

Sl. No.	Department	Division/Office	From	To

12. Training details

Sl. No.	Institution name	Course Name	From	To

13. Spouse details, if employed

	Name / Designation	Department	Place of posting

14	Category	
15	Group	
16	Govt Accommodation	
17	Scale of Pay	

Signature &
Name of Govt. Servant

Verified from Service Book and found correct

Signature of HoD/Office

Name:

Date :

(Office Seal)