

OUT AT ONCE

F.No.3-9/2008-09/AR  
अंडमान तथा निकोबार प्रशासन  
Andaman and Nicobar Administration  
राधिवालय / Secretariat

Port Blair, dated the 8<sup>th</sup> October, 2008

To

All Heads of Departments,  
A & N Administration,  
Port Blair.

**Sub:- Organizing training programme on 'Establishment Rules" at Port Blair -  
Nomination of Officials-regarding.**

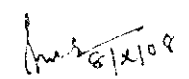
Sir,

I am directed to inform that the Administration has decided to organize five days training programme on "**Establishment Rules**" from 20<sup>th</sup> to 24<sup>th</sup> October, 2008 at Port Blair in association with the Institute of Secretariat Training & Management, Department of Personnel & Training, Govt. of India, New Delhi. It is proposed to impart training to Office Superintendents/Head Clerks/Higher Grade Clerks in the different departments under the Administration.

It is therefore, requested that nomination of such Officials, who are proposed to be deputed for the above training may kindly be sent to AR Wing in the Secretariat latest by **14<sup>th</sup> October, 2008 positively**. *Deputation of the nominated staff for the training may kindly be done only after receipt of confirmation of their selection by the Administration.*

This may kindly be treated as **Most Urgent**.

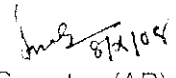
Yours faithfully,

  
Assistant Secretary(AR)

Ph. No.232324

Fax No. 244201

Copy forwarded to all Deputy Secretaries/Assistant Secretaries, A & N Administration, Port Blair with request that nomination of OS/Head Clerks/HGC, who are posted in the Administrative Sections in the Secretariat and proposed to be deputed for the above training, may kindly be sent to the AR Wing immediately.

  
Assistant Secretary(AR)