



No.16/5/2003-AR
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair the 27th December, 2003.

CIRCULAR

Sub: Administrative Reforms - Simplification of work:

It has been reported that in a large number of cases, after faxing the original letters, copy for confirmation is being sent by mail. In the interest of simplification of work, it has been decided that acknowledgement of receipt of fax may be kept on the file and the date and time of faxing may be noted at the bottom of the letter, which may be kept as office copy.

2. As a matter of precaution, photocopy of important letters received by fax may be kept in the file, if original copy is not received, so that such important letters is available for future reference.

3. In order to economize in the use of stationary and to avoid the bulging of files, photocopies should normally be taken on both sides of the paper. The tendency to take extra photocopies should be prevented. The persons handling the photocopiers should be reoriented and trained, if necessary, to observe neatness and the above-mentioned discipline in photocopying.


(VV Bhat)
Chief Secretary

To

1. All Commissioner-cum-Secretaries/Secretaries, A&N Administration
2. All Special Secretaries/Dy. Secretaries, A&N Administration
3. All Heads of Department, A&N Administration
4. All Assistant Secretaries, Secretaries
5. All Sections in the Secretariat.