

No.16-3/2003-AR
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

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Port Blair, the 27th December, 2003.

CIRCULAR

Sub: Administrative Reforms - Single File system for proposals from Offices of Heads of Departments to Secretariat.


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The present system of administrative work between Secretariat and Heads of Department has been reviewed in consultation with the Secretaries to the Administration. It is found that single file system is already prevailing in some areas. In order to expedite the processing of proposals, and reduce noting and paper work, it is decided that single file system may be followed with immediate effect for all the proposals from Departments.

2. Heads of Departments may send their proposals in a self contained manner and mark the file to the Secretary/Special Secretary. They may themselves examine the file for appropriate action or they may also seek the inputs/examination by the Deputy Secretary/Assistant Secretary as the case may be. Clarifications in writing may be sought only if it is required and approved at the level of Secretary/Special Secretary. Secretariat notings on the single file system file should start on a new note-sheet.

3. After approval of the proposals, administrative approval/expenditure sanction may be issued at the appropriate level in the Secretariat and the file will be returned to the Heads of Department for further necessary action. A copy of such order/letter will be kept in the Secretariat Section in Guard Files. Closed files may be kept appropriately in the Secretariat as well as field departments for making them available to audit and inspection.

4. In view of the importance of some of the issues/cases, the Secretariat Section may open an independent file to keep copy of the relevant proposals along with the order/letter. Such files should contain a reference to the file number of the file of the HoD on the file cover under the label of "**Previous Reference**". The files moved under the single file system may be diarised appropriately at different level under its original reference number for tracking such files.


(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.