



F.No. 16+5/2003-AR  
Andaman and Nicobar Administration  
Secretariat

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Port Blair, dated the 27<sup>th</sup> December, 2003

**CIRCULAR**

Sub: **Role of Office of Resident Commissioner, New Delhi**

The office of Resident Commissioner, New Delhi is responsible for management and maintenance of Andaman Nicobar Bhavan and coordination and facilitation of the work of different departments and agencies of the Administration with various Central Governmental Departments and agencies, Supreme Court, UPSC etc.

2. The Resident Commissioner will

- (i) maintain a computerized statement of issues, cases and references concerning the above mentioned Departments and agencies and update it for follow-up and monitoring;
- (ii) send it to Chief Secretary on every Monday by e-mail, (to be available for monitoring/discussion in the weekly meeting of Secretaries);
- (iii) pursue pending matters and furnish clarifications required by Central Govt. Departments by suitably taking up the matter with the concerned officers of the Administration.
- (iv) send a brief written note to Chief Secretary about follow up action/for information after attending conferences and meetings on behalf of Administration;
- (v) maintain Department wise and subject wise files;
- (vi) facilitate visits of Lt. Governor, officials, senior functionaries of local self governing bodies, the people of the islands and tourists.

3. To facilitate the above, Secretaries to Administration and Heads of Departments will

- (a) endorse copies of all pending cases/references made including clarifications;
- (b) brief him telephonically and/or by sending background papers.

4. The e-mail address of the office of Resident Commissioner is as follows: **rcandaman@hotmail.com** & **drcandaman@yahoo.com**

  
(V.V. Bhat)

Chief Secretary

Copy to:-

1. All Commissioners-cum-Secretaries/Secretaries, A&N Administration.
2. All Special Secretaries/Deputy Secretaries, A&N Administration.
3. All Head of Departments, A&N Administration.
4. All Assistant Secretaries, Secretariat, A&N Administration.
5. All Sections in the Secretariat, A&N Administration.