



**ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT**

Port Blair the 27th December, 2003.


CIRCULAR

**Sub: Administrative Reforms - Administrative approval and
expenditure sanction for schemes**

For smooth implementation of Plan schemes, Heads of Departments are requested to send proposals for administrative approval and expenditure sanction in a timely manner after necessary conceptual work on implementation like identification of suitable sites/building (if required), personnel for execution of work/service, time frame for procurement installation and commissioning of equipments etc.

2. In order to enable incurring of expenditure in a phased manner instead of the tending towards incurring the expenditure in the last few months of the financial year, it is advised that HoDs may send proposals for block sanction of schemes falling under the respective sub-sectors. If such block sanctions sought/issued, the HoDs will have convenience to go ahead with the implementation. This would also reduce the number of individual proposals/references to be made to the Secretariat. This would also facilitate committing the utilization of Plan funds.

3. Secretaries and HoDs may hold mutual discussion, sub-sector-wise for facilitating such block sanctions.


(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.