

सं./No. 1-5/EDP/FMS/2004-05/
अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT
पोर्ट ब्लेयर,
Port Blair

dated December 2004.

Circular

As desired by Chief Secretary the computer File Monitoring system is required to be implemented on priority basis in all the sections of the Secretariat for which software package has already been installed in the computer system of Asst. secys and A.O's

Therefore, it is requested that the system may please be implemented by utilizing the services of the available Computer Assistants and stenos posted with them so as to ensure the entry of the file movement.

The system would facilitate Monitoring of the file movements enabling easy retrieval of the same.

A compliance report in this regard may please be furnished at the earliest.


Assistant Secretary (IT)

Copy to:-

1. The AS(Vig/GA) for necessary action.
2. The AS(Edn.) for necessary action pl
3. The AS(Shipping/Plg)) for necessary action pl.
4. The AS(Perl) for necessary action pl
5. The AS(OL) for necessary action pl.
6. The AS(Agri.)) for necessary action pl.
7. The SO (IDA.) for necessary action p
8. The DS(AR) for necessary action pl
9. The AS (Law) for necessary action pl.
10. The AS(Rev)) for necessary action pl.
11. The AS(Transport/Health) for necessary action pl.
12. The AS(Power/Home) for necessary action pl.
13. The AS(Panchayat)) for necessary action pl.
14. The AS(SW) for necessary action pl.
15. The AS(H&E) for necessary action pl.
16. The AD Finance-I for necessary action pl.
17. The AD(Finance)-II for necessary action pl.


Assistant Secretary(IT)

Copy also forwarded to:-

1. The PS to Secy(IT) for information
2. The SJO,NIC for information
3. The AM(IT), for further follow up of the matter with the Asecys/Aos.