

No.2004/PGC/GA(PF)

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

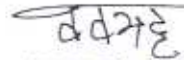
Port Blair, the 18th July, 2004.

CIRCULAR

Sub:- Prompt response to letters received from the Member of Parliament.

It may be recalled that the Administration had issued instructions regarding the need for prompt handling of the matters represented by the Member of Parliament in his letters addressed to the Administration (D.O.No.1854/96/PGC/GA dated 7th July, 1998)

2. Like in the case of Parliament Questions, there should be a monitoring of the follow up action taken in respect of such references received from the Member of Parliament. In addition to the monitoring based on register of letters received, all Secretaries to Administration may endorse a copy of the replies sent to the Member of Parliament to Assistant Secretary(GA) for monitoring.
3. Replies to the Member of Parliament should not be sent at lower levels and should be sent at the level of Secretaries to the Administration, who may take the approval of the Chief Secretary, if such approval is required.
4. Since the references are to be dealt with by the departments under the charge of different Secretaries to the Administration, it would be necessary that they are properly diarised/registered and carefully attended to at all levels to ensure that appropriate replies are sent.

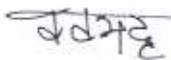


(V V Bhat)

Chief Secretary

Copy to:

1. All Secretaries/ Special Secretaries/Dy. Secretaries, Assistant Secretaries, A&N Administration
2. Secretary to Lt. Governor, Raj Niwas
3. All Heads of Deptt./Offices of A&N Administration



(V V Bhat)

Chief Secretary



