

अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय  
SECRETARIAT  
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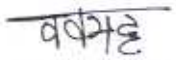
Port Blair, dated the 11th August, 2004

CIRCULAR

Meeting members of the public, complainants and employees with grievances is an essential requirement of responsive public administration. Since it was observed that some of the officers are not able to be in their respective offices during the hours earmarked for the public interview, it has been decided that common public interview timing of 1200 to 1300 hrs may be observed by all the officers and official meetings during this period may not be fixed. Director of Staff Grievances and Public Grievances of the respective departments are also required to be available during the above mentioned timings in their respective offices.

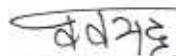
2. All officers are advised to keep a Register of visitors along with addresses and subject matter, instead of visitors slips. Such a Register will also be helpful for follow up of the cases by the officers.

3. A Pre-litigation Cell was constituted to redress the complaints and grievances of Government employees. It is suggested that the institution of the Pre-litigation Cell may be used to explore the possibility of settlement of outstanding grievances and petitions.

  
(V V Bhat)  
Chief Secretary

Copy to:

1. All Commissioner-cum-Secretaries/Secretaries/Special Secretaries/Dy. Secretaries, A&N Administration
2. Secretary to Lt. Governor, Raj Niwas
3. All Heads of Deptt./Offices of A&N Administration
4. All Sections in Secretariat

  
(V V Bhat)  
Chief Secretary