

000544



F.No.16-5/2005/AR
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

Port Blair, dated the 8th December, 2005.

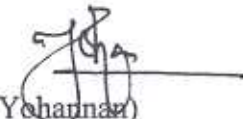

C I R C U L A R

Sub:- Instructions for submission of files to Hon'ble Lt. Governor – regarding.

It has been brought to notice that inspite of repeated instructions issued by Administration, some of the Departments/Sections in the Secretariat are submitting the files to Hon'ble Lt. Governor, A & N Islands without proper care and without having due regard to the laid down office procedure for maintenance and submission of files:

1. Files should be properly secured and numbered and should not be in torn/shabby condition.
2. All the correspondence and noting should be properly page/Para numbered.
3. Part file as a matter of routine should not be opened.
4. A self contained note giving the complete background and justification of the proposal should be submitted.

All the Heads of Department/ Sections in Secretariat are requested to ensure that while submitting the files to Hon'ble Lt. Governor, the above information/instructions are strictly complied with.


(O. Yohannan)
Assistant Secretary(AR)


Copy to:

1. All Heads of Departments, A & N Admn.
2. All Sections in the Secretariat

Copy also forwarded for favour of kind information to:

1. All Commissioner-cum-Secretaries/Secretaries/Special Secretaries,
A & N Admn.
 2. The PS to Chief Secretary, A & N Admn.
 3. PS to the Secretary to Lt. Governor, A & N Islands
- 