

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT.

Port Blair, dated the 24th March, 2022

C I R C U L A R

Vide Administration Circular dated 26.02.2022 all HoDs were requested to submit the proposal of pre-planned leave/duty-cum-tour to Personnel Department well in advance prior to the commencement of leave by adhering to all SOP's stipulated in Admn's Order No.2388 dated 02.11.2021, so that appropriate decision on the matter could be taken by the Competent Authority.

Despite the above, recently the Competent Authority observed that few Departments have not adhered to the abovementioned SOPs while submitting the proposal for approval. This has been viewed seriously and it has been directed that in future all such proposal should reach the Personnel Department well in advance i.e., 20 (twenty) days prior to the commencement of leave/station leave, where the competency as per Admn's Order No. 2388 dated 02.11.2021 is CS & Hon'ble LG.

The Competent Authority has directed that henceforth, the cases which do not meet the above timeline, shall not be entertained at any cost.

This issues with the approval of the competent authority.



[M.V.Rameshan]

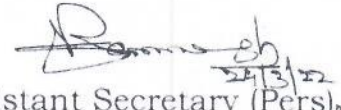
Assistant Secretary (Pers)

(F.No.9-10/2021-PW)

ae 24/3/22

Copy to:-

1. Sr.PS to Lt. Governor, Raj Niwas, Port Blair.
2. Sr.PS to Chief Secretary, A&N Administration, Secretariat.
3. The Director General of Police, A&N Islands for information and necessary action.
4. The PCCF, ANI, for information and necessary action
5. All Pr. Secretaries/Commr-cum-Secretaries/JS, A & N Administration.
6. All HODs of A& N Administration for information and necessary action.
- ✓ The Assistant Manager (IT), EDP Cell, Secretariat, to upload this Circular in the Administration website.



Assistant Secretary (Pers)

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