

अंडमान तथा निकोबार प्रशासन
Andaman and Nicobar Administration
 सचिवालय/Secretariat


Port Blair, dated the 03rd October, 2022**CIRCULAR**

While examining the routine leave/duty-cum-tour proposal of the Officers, the Competent Authority has observed that a few departments have submitted proposals which are not in compliance of the SOP issued by this Administration vide Order No.2388 dated 02.11.2021.

HLG has expressed displeasure on the same and has therefore directed that in future, no such proposal should be forwarded for approval which does not comply with the leave/duty-cum-tour SOP stipulated vide Admn's Order No.2388 dated 02.11.2021.

In view of the above, all HoD's are once again requested to adhere to the SOP stipulated in Admn's Order No.2388 dated 02.11.2021 and ensure that all such leave/duty-cum-tour proposals should comply with this SOP.

A certificate to this effect (that the proposal is in conformity with the SOP) must be invariably recorded by the concerned HOD while sending proposals to this office in future for obtaining approval of the Competent Authority.



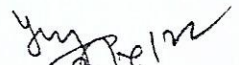
(A. Yesu Raj)

Assistant Secretary (Perl)

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

Copy to:-

1. Sr.PS to Lt.Governor, Raj Niwas, Port Blair.
2. Sr.PS to Chief Secretary, A&N Administration, Secretariat.
3. All Commissioner-cum-Secretaries/ Secretaries/ Special Secretaries / Jt. Secretaries, A & N Administration.
4. The Director General of Police, A&N Islands, Port Blair
5. The Principal Chief Conservator of Forests, A&N Islands for information and necessary action.
6. All Head of Departments, A&N Administration for information and necessary action.
7. The Assistant Manager (IT), EDP Cell Secretariat.



Assistant Secretary (Perl)