

F.No. 18-57/2022/AR(Vol-1)/596
अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated the 09th December, 2022.

CIRCULAR

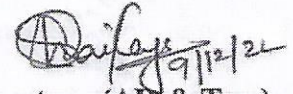
As per para No.63.of Chapter V of Manual of Office Procedure "the receipt of Dak, except ordinary postal dak, will be acknowledged by the recipient by signing his name to full with date and designation in ink. The acknowledgements of e-mail received will, as far as possible be sent electronically.

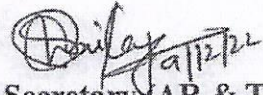
All the Heads of Departments may ensure implementation of Manual of Office Procedure and other instructions issued from time to time in their respective Department.

The above instruction may be widely circulated in the Departments for information and necessary compliance in the larger public interest.

To

All HODs/ HoOs
A&N Administration
Port Blair.


Assistant Secretary (AR & Trg.)
09/12/22


Assistant Secretary (AR & Trg.)
09/12/22