

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


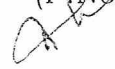

Port Blair, dated the 15th March, 2023.

C I R C U L A R

Of late, it has been observed that letters are un-necessarily being copied/forwarded to PS to Secretary to Hon'ble LG among others, whereas the subject matter is exclusively within the domain of the concerned Head of Department and in no way linked to LG/CS Secretariat. This results in un-necessary wastage of time and resources, therefore need to be discouraged.


Therefore, all the Heads of Department and its Subordinate Offices are requested to refrain from such practices in future and maintain official decorum while performing Government duties.

This has the approval of the competent authority.


[A Yesu Raj]
Assistant Secretary (Pers)
(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. The Director General of Police, A&N Islands.
4. The PCCF, ANI, Port Blair.
5. All Pr. Secretaries/Commr-cum-Secretaries/JS, A & N Administration.
6. All HODs of A& N Administration.
7. The Assistant Manager (IT), EDP Cell, Secretariat, to upload this Circular in the Administration website and in E-Office Notice Board.


Assistant Secretary (Pers)
