

10/07/21

F.No.9-10/2021-PW  
अण्डमान तथा निकोबार प्रशासन  
ANDAMAN AND NICOBAR ADMINISTRATION  
सचिवालय/SECRETARIAT

Port Blair dated 31<sup>st</sup> March 2021.

**ORDER NO.903**

Instances have come to the notice of the Hon'ble LG that officers on transfer from A&N Administration or within the Administration, the outgoing formalities are not completed and due diligence, check and supervision is not enforced by their Reporting/ Controlling Officers and proposals are moved in haste, to give effect to transfer/ posting orders.

Therefore, I am directed to convey the following instructions of the competent authority for compliance by the superior officers, before proposals for relieving of officers, working under their Administrative Control are submitted for approval of the HLG with immediate effect.

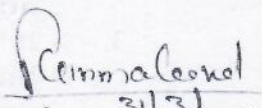
**To Check and Certify that;**

1. The outgoing officer has submitted self contained handing over notes in respect of major pending works/ issues/ Court Cases/ Projects/ Vigilance Matters of the Department/ Disciplinary cases etc. and action required to be taken by his successor, in addition to the mandatory formalities as per GFR.
2. The outgoing and incoming officers have complied with and adhered to all outgoing/ incoming formalities.
3. It needs to be certified that the outgoing Officer has been/ has not been appointed as IO /PO in any departmental enquiries.
  - i. If the Officer has been appointed as IO /PO, whether the ongoing enquiry proceeding has been completed in time or not.
  - ii. If completed, the report has been submitted to the concerned authority in full shape or not.
  - iii. If not, then the reasons may be furnished by the Controlling Officer while recommending his/her relieve.
  - iv. The above equally applies to any additional task that may have been assigned to the outgoing Officer, either departmentally or by the Administration.
4. The relieving officer concerned should have returned all important official gadgets including official computers, peripherals, laptop, mobiles, pen drives, printers, broadband connection which have been issued to him/her either in his/her office and to his/her official residence by the Department.



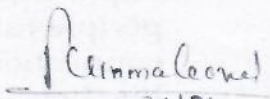
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5. The relieving officer has paid all his official dues to the Administration including license fee to the official accommodation, municipal dues/ water charges, electricity bills and No Dues Certificate obtained from the concerned authorities are submitted.
  6. The departmental items, if any, issued to the Officer concerned for furnishing of Official quarter viz. Fridge, TVs, water cooler, washing machine, ACs, mattresses, cots, chairs, furniture, curtains, furnishing items, utensils, cutleries, crockery's, linen, or any other household articles issued by the Department or by APWD (Civil/Electrical) have been returned in proper condition and a surrender/ return certificate obtained.
  7. Further, the Superior of the relieving officer certifies that the outgoing Officer has submitted his/ her APAR Form with self Appraisal Sheet in prescribed format duly completed in all respect before proposing his/ her relief.
  8. The Officer concerned as a Reporting Officer/ Reviewing Officer has completed the APARs of his junior Officers/ Officials on stipulated time schedule.
  9. Departments are to ensure that proposal for relieving should have confirmation of compliance of all points cited above while submitting the case to Chief Secretary. The Chief Secretary is requested to forward only those cases for approval of the competent authority that meet these stipulations in totality.
  10. Any deviation/ non compliance to the above should be brought to the knowledge of HLG while APARs of Officer concerned are submitted for report/ review and acceptance to the HLG for which HLG is competent.

This has the approval of Hon'ble LG.

  
(Purnima Govind)  
Assistant Secretary (Perl)

Copy to:-

- 1) Sr. PS to LG Raj Niwas, Port Blair.
- 2) Sr. PS to Chief Secretary, A&N Administration, Secretariat.
- 3) All Principal Secretaries/ Commissioner-cum-Secretaries/ 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.
- 6) All Heads of Departments/ Offices, A&N Administration.
- 7) All Section, Secretariat.
- 8) The Assistant Manager (IT), EDP Cell, Secretariat.

  
Assistant Secretary (Perl.)