

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

Port Blair, dated the 28th June, 2023

ORDER No. 1840

In supersession of Administration's order Nos. 2388 dated 02.11.2021, 2392 dated 03.11.2021 and 1645 dated 21.06.2022, the Competent Authority is pleased to order that the sanction of all kinds of leave/duty-cum-tour including mainland and Inter-Islands Sector will be governed in respect of all the Officers/Officials working under A & N Administration as per the following delegation/instruction with immediate effect:-

I. FOR LEAVE

Sl. No.	Group	Event	Competent Authority
1.	Chief Secretary/DGP /PCCFs/Principal Secretaries/ Commissioner-cum-Secretaries /Secretaries/ Special Secretaries/ HODs/ Directors and equivalent rank/all IAS (Senior Time Scale and above), IPS (SP and above), IFS (DCF/DFO and above), DANICS (Selection Grade and above), DANIPS (Selection Grade and above) Officers posted under the UT Administration.	All kinds of leave including Casual Leave as admissible irrespective of number of days/station leaving permission, under AIS (Leave Rules)/CCS(Leave) Rules as applicable	Hon'ble LG

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2.	DANICS/DANIPS Officers (Entry Grade) other than mentioned at Sl.No.1 above	All kinds of leave including Casual Leave as admissible irrespective of number of days/station leaving permission, under CCS (Leave) Rules as applicable except Study Leave	Chief Secretary
3.	Group 'A' Officers (other than mentioned at Sl.No.1 and 2 above, if any)	All kinds of leave including Casual Leave as admissible irrespective of number of days/station leaving permission, under CCS(Leave) Rules as applicable except Study Leave	Concerned Administrative Secretary
4.	Group 'B' Gazetted Officers (other than mentioned at Sl.No.1,2 and 3 above)	i. All kinds of leave upto 20 days (Except Study Leave)	Head of Department
		ii. All kinds of leave/extension for more than 20 days (Except Study Leave)	Concerned Administrative Secretary
5.	Group 'B' Non Gazetted Officers	i. All kinds of leave upto 20 days (Except Study Leave).	Head of Office
		ii. All kinds of leave/extension for more than 20 days (Except Study Leave)	Head of Department

6.	Group 'C' Official	All kinds of leave including Casual Leave as admissible irrespective of number of days/station leaving permission, under CCS(Leave) Rules as applicable except Study Leave	HoD/HoO concerned, as the case may be, as per existing delegation.
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II. FOR DUTY-CUM-TOUR TO MAINLAND AND INTER-ISLANDS

Sl. No.	Group	Competent Authority	Relaxation allowed
1.	Chief Secretary/DGP /PCCFs/Principal Secretaries/ Commissioner-cum-Secretaries/Secretaries /Special Secretaries/HODs/Directors and equivalent rank/all IAS (Senior Time Scale and above), IPS (SP and above), IFS (DCF/DFO and above), DANICS (Selection Grade and above), DANIPS (Selection Grade and above) Officers posted under the UT Administration	Hon'ble LG	<p>a. The officers are exempted to leave on duty-cum-tour to inter Islands from the respective Headquarters without prior approval of Hon'ble LG for dealing with exigency situations like Natural Disaster, Epidemic, Election, Law and Order situation etc. whenever such circumstances arise for immediate deployment and supervision of field level arrangement is required, subject to the condition that the officers leaving to other islands from headquarter in the above said circumstances must give prior information to their concerned Administrative Secretary/DGP/CS/HLG as the case may be. They should submit a tour report in detail to the office of the Hon'ble LG within one week on returning to the respective headquarter.</p> <p>b. The Chief Secretary, A & N Administration will be the competent authority to accord approval for inter-island duty-cum-tour to the Officers for a period upto five days including travel time.</p>

2.	Group 'A' Officers and DANICS/DANIPS (Entry Grade) other than mentioned at Sl.No.1 above	Chief Secretary	
3.	All Group 'B' Gazetted Officers (other than mentioned at Sl.No. 1 and 2 above, if any)	Concerned Administrative Secretary	
4.	Group 'B' Non-Gazetted Officer	Concerned HoD	
5.	Group 'C' Officials	Concerned HoD	

III. SoP for processing of Leave/Duty-cum-tour proposals

1. The other SOP/directives of Hon'ble, A&N Islands from time to time governing sanction of leave/duty-cum-tours shall be complied in true letter and spirit by all concerned.
2. (a). All requests for tours/visits must invariably be accompanied by written meeting notice from the concerned Ministry/Department of Govt. of India. A Tour Note shall be submitted by the touring/visiting Officer to his/her Reporting Officer within 07 working days of completion of tour/visit.
(b). The power delegated in this order and leave approved thereupon shall remain in conformity with all other parameters as contained in the Administration Order No. 731 dated 17.03.2021 and Circular No. 9-10/2008-PW dated 16.04.2021 in respect of leave and duty-cum-tour.
3. Out travel from Port Blair is to take place only on the day preceding the meeting/tour and the Officer reports back to duty station the day following the tour/meeting.
4. The officers/officials availing prefixing of weekends/holiday with their sanctioned leave period should only depart from their headquarters on or after Saturday/Holiday and if weekends are proposed to be suffixed at the end of their sanctioned leave period, should return to headquarters on or before Sunday/holiday. In case of failing to comply, they may apply for leave for their early departure from head quarters and extended stay on leave, as the case may be, to the competent authority concerned separately.




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5. Sanction of Casual Leave upto 03 days in respect of officer where Chief Secretary is Competent as per delegation at S.No.2 (I), the Secretary (Perl.) shall sanction on behalf of the Chief Secretary, subject to certification by the respective Head of Department (HoD)/respective Secretary, that it will not disrupt any urgent or important work of the department during the casual leave period.
6. In the case of critical outlying stations of these Islands where key functionaries like Doctors, Engineers, Teachers, Mechanical & Technical Officials & etc. are required to be granted leave for a period of more than 04 days, temporary in-situ relief/temporary alternate arrangement should be in positioned on ground level before such leaves are proposed/granted to them.
7. The officers to whom HLG is Competent Authority, if avails less leave than the sanctioned leave, Chief Secretary will be competent to regularize the same.
8. Evidences in Courts and enquiries where travel to mainland is involved shall be notified at least 15 days in advance to the Competent Authority (as per the delegation mentioned at S.No. I & II).
9. In all Departments where Principal Secretary/Commissioner-cum-Secretary and Secretary are deployed, at least one of them shall be in Headquarter. This also applies to DGP/next senior most IGP and PCCF/next senior most in command. Presence of first or second link Officer at the Headquarters/Station should be ensured before proposing Duty-cum-tour/leave applications for consideration of HLG and this must be brought on note side while seeking approval of the Competent Authority.
10. Overstay over and above the approval tour/leave programme shall not be permitted. In case necessary, prior written approval from the Competent Authority (as per the delegation mentioned at S.No.I & II) must be invariably taken. In case of duty-cum-tour, the request must be accompanied by meeting notice (for extended duration) from the concerned Ministry/Department of Govt. of India.
11. Any unauthorized absence or overstay without prior approval of the Competent Authority (as per the delegation mentioned at S.No.I & II) including on medical grounds, shall invariably be brought to the notice of MHA/Cadre Controlling Authority concerned for appropriate action, including disciplinary. The Competent Authority will take a serious view of such, lapses, if any.

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12. In case of overstay following an approved tour or leave, the period in question shall not be regularized without specific approval of the Competent Authority (as per the delegation mentioned at S.No.I & II) and for the subsequent three months period, all tour proposals for the concerned officer shall be put up to the next higher authority even if the Competent Authority as per the above have been delegated to Chief Secretary/Administrative Secretaries/HoDs concerned, as the case may be.
13. All tour/leave proposals are to be put on a Running physical/e-File of the Department and not forwarded piece meal on loose noting sheets, separately on each occasion.
14. No tour proposals are to be combined with any kind of leave including Casual Leave, Station Leave permission etc.
15. If a prospective leave requirement of an Officer requesting to leave Headquarters on duty is deemed so critical, then another representative of the Administration is to be deployed to attend the proposed official duty. The Officer desirous of requesting for leave is to apply separately, for type/number of days of leave.
16. A minimum of 01 week notice is to be catered for in seeking such approval of HLG through CS those meeting the above stipulation in totality. Invariably, such proposals are to be accompanied by a tabular format (copy enclosed at Annexure-A) reflecting separately the tours and leave of all types including Casual Leave and station leave permission availed by the Officers in chronological order since 01.01.2020. In accordance with the directives of HLG dated 27.02.2021, for all tours/leave proposals, total absence from duty station, duly verified at CS office will be required when sending proposals to HLG.
17. The Lt. Governor's Secretariat has been directed to return such files/proposals for leave/tours which are not in total compliance with the above SOPs/stipulations without even placing such matter before the Hon'ble Lt. Governor.
18. In respect of DANICS/DANIPS officers below Selection grade and Officers below the level of HoDs/Director rank/equivalent etc. for which HLG is not the Competent Authority, the Competent Authorities as mentioned at Sl.No. 2 to 6 above shall ensure compliance in letter and spirit with the above mentioned stipulations.
19. The SOP here in above shall be applicable for duty-cum-tour/leave approvals granted by all Competent Authorities as specified above, both for out travel to mainland and inter-island travel on duty or on leave.

20. In the matters of LTC travel or for Emergency Passage Concession, the Sanctioning Authority for leave will be as per delegation ordered at S. No. 1 and above. However for settlement of LTC claim, the controlling authority may be as defined under Supplementary Rule 191 (FRSR Part-II). The leave should be duly approved by the Competent Authority as per the above delegation before proceeding on LTC or Emergency Passage Concession.
21. The government servant who remains absent without any authority or overstay beyond the sanctioned leave should be proceeded against immediately and the disciplinary case should be conducted and concluded as quickly as possible as per CCS (CCA) Rules, 1965 and other service rules as applicable.
22. The foregoing shall apply equally to mainland/inter-island tour/duty/leave proposals where HLG has delegated the Competent Authority functions to other Officers.
23. For leave covered under Point No. 5 (i), the authorities specified shall also ensure compliance of aforesaid parameters and endorse the copy of all such sanction orders to HoD concerned who shall be responsible for overall compliance and maintenance of Leave Records.
24. The Chief Secretary and other lower concerned authorities shall ensure total compliance, in letter & spirit with stipulations/SOPs as mentioned above.


 (A. Yesu Raj)
 Assistant Secretary (Perl)
 (F.No. 9-10/2021-PW)



OFFICE ORDER BOOK

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, 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 Head of Departments/Offices, A & N Administration
7. All Section, Secretariat
8. The Assistant Manager (IT), EDP Cell, Secretariat.


 Assistant Secretary (Perl)

