

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005  
(see section 4.1)**

**17 POINT MANUAL**

**Index**

**4 (1)(b)**

(i)	The particulars of its organization, functions and duties
(ii)	The Powers and duties of its officers and employees
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability
(iv)	The norms set by it for the discharge of its functions.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
(vi)	A statement of the categories of documents that are held by it or under its control.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.
(ix)	A directory of its officers and employees.
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
(xi)	The Budgetary allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement.
(xii)	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, if maintained for public use.
(xvi)	The names and designations and other particulars of the Public Information Officers.
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION**

**RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

**(i) The particulars of its organization, functions and duties**

The General Administration department is authorized to the maintenance and up-keeping of Secretariat and its complex, providing equipments, fixtures and furniture to the Secretariat, besides telephone connection, networking. GA department is also responsible for reservation of ship, flight, helicopter tickets from the reserved quota. I-cards to Secretariat employees and Pensioner's I-Cards are being issued from GA Dept in addition of issuing tickets for chartered flight from Port Blair to Car Nicobar. Declaring the Public holidays and observing various national functions are a part of duty associated with District Administration.

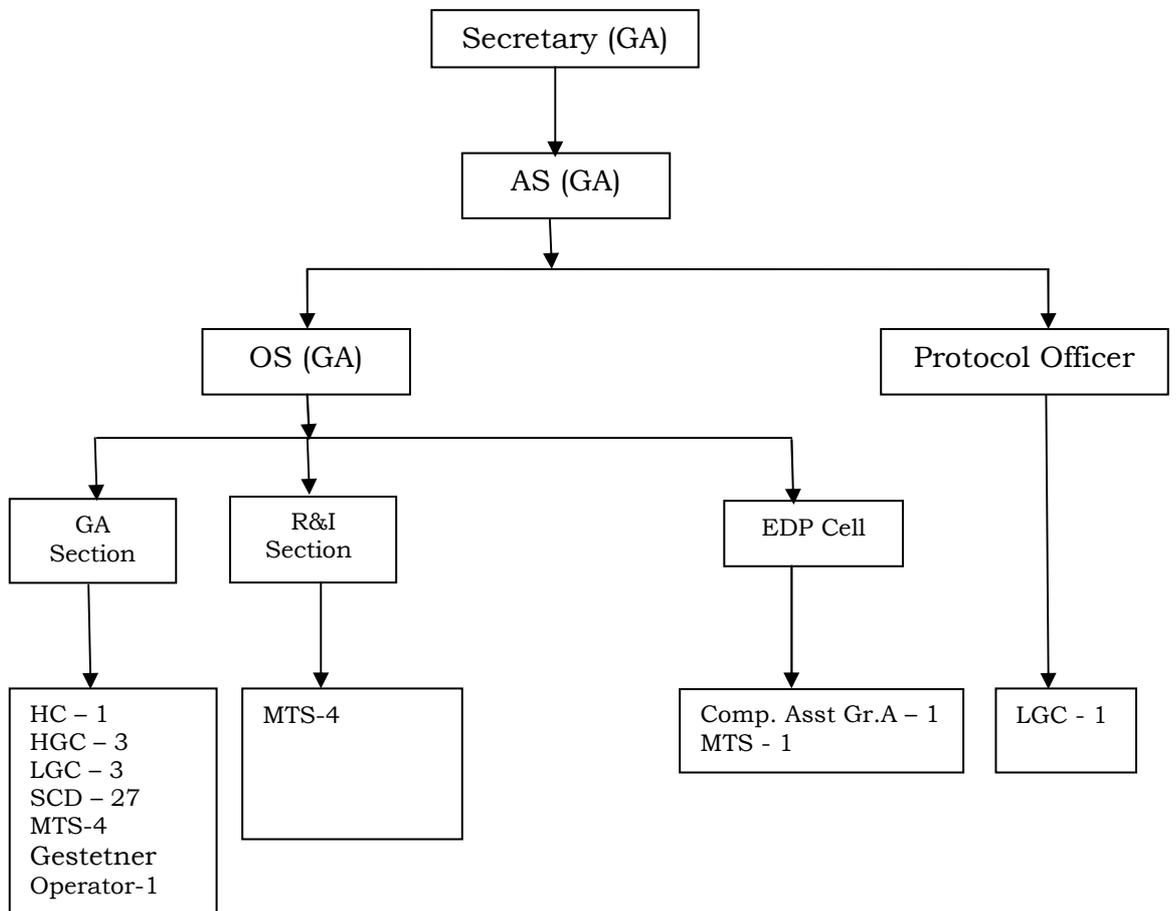
The subject Governor's Conference, the Chief Secretary's Conference, Annual Report to MHA, preparing the monthly progress report, matter on awards (Padma Awards and other National Civilian Awards) are being dealt.

The protocol duties are the part of duties attached to GA department. All set of arrangements for visit of VVIPs, VIPs, visit of apex High Court Judges, dignitaries and Senior level officers, MPs, etc are being monitored by Protocol Unit under supervision of Secretary (GA).

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

**EXISTING WORK DISTRIBUTION OF GENERAL ADMINISTRATION  
DEPARTMENT**



**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

**(ii) The Powers and duties of its Officers and employees**

The Secretary (GA) is the Administrative Secretary and Head of the Department in all matters of the Secretariat Establishment for the maintenance and upkeeping. The AS (GA) assists the Secretary in his official duties.

**(iii) The procedure followed in the decision-making process, including the channels of supervision and accountability.**

The OS(GA) is the Section Officer who is monitoring and supervising the activities of GA Branch, R&I Branch, EDP and PO Section and submitting the files to authorities through AS (GA).

**(iv) The norms set by it for the discharge of its functions.**

There is no such mechanism evolved in monitoring the function.

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

GA department is being followed by all Acts & Rules, RTI Acts and Rules, FRSR, CCS Conduct Rules, CCS&CCA Rules, CS® Leave Rules, Staff Car Rules.

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

- (vi) **A statement of the categories of documents that are held by it or under its control.**

**I. Records maintained in the Section**

Our corresponding files are –

1.	Submission of consolidated Monthly report
2.	Field visit of officers.
3.	Governor's, CS, Conference.
4.	Hiring and repairing of vehicles
5.	Settlement of bills
6.	Arrangement of vehicles for High Court/CAT
7.	Matters relating to Drivers
8.	Telephone, EPABX matter
9.	Pensioners/ departmental I-cards
10.	Award matters
11.	Arrangement for celebration of Independence Day, Republic Day, Quami Ekta Diwas, Sadbhavna Diwas & other important days corres.
12.	Declaration of holidays
13.	Collection of materials for LG's Speech on 26/01 & 15/08
14.	A&N Administrator's Advisory committee
15.	Matters relating to RTI
16.	Implementation of Bio-metric attendance system
17.	Purchase of stationary
18.	Annual report of A&N Administration and MHA
19.	Payment of Helicopter/seaplane hiring/chartering charges in respect of officers of Secretariat, A&N Administration
20.	Manifest of passage for Pawan Hans Helicopter for southern group of Islands.
21.	Issue of Tickets for Chartered Flight from Port Blair to Car Nicobar

**II. Registers Maintained.**

1. Section's Diary Despatch Register
2. File Movement Register
3. File Index
4. Log Books
5. Stationary Bill registers
6. Stock Registers
7. Water Charges registers
8. Stamp registers
9. Telephone registers
10. Pensioners I-Card Register
11. Employees I-card register
12. OTA registers
13. Other bill registers
14. Issuing of Chartered Flight Tickets

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

- (vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof.**

Public relation is properly maintained. All references receiving from Ministers, MPs, MLAs, other People Representatives are being properly addressed.

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.**

The Administrator's Advisory Council is a body organized through approval of the Ministry to advise the Governor in policy matters. The members of the Committee will present their policy, opinions before the LG and it will be discussed in the meeting and each and every matter will be decided and for its implementation by the department and to follow it up timely.

The Purchase Committee has been formed for purchasing the stationary/computers and other articles for the use in the Secretariat and a Committee on checking consumption of fuel for vehicles is also formed.

- (ix) A directory of its officers and employees**

<b>Name/Designation</b>	<b>Office</b>	<b>Fax</b>	<b>Mobile/WLL</b>
Sh V.K. Beniwal, Secy (GA)	234880	233629	9434260727
<b>GA Section</b>			
Sh P.K. Banerjee, AS (GA)	231031	236572	9476038399 212114 WLL
Smt Reva Devi, OS (GA)	232650	-	9434281631
HC (Yet to Join)			
Sh. Nagen Mallick, HGC			

<b>Name/Designation</b>	<b>Office</b>	<b>Fax</b>	<b>Mobile/WLL</b>
Sh. Assain, HGC	232650		
Smt Poonam K. Ekka, HGC (On Leave)			
Sh. Vineeth, LGC			
Smt P. Anitha, LGC			
Sh. K. Karuppu Swamy, LGC			
Smt. C. Kalai Selvi, MTS			
Smt. Rahelamma, MTS			
Sh. L. Ganesh, MTS			
Sh. Sheik Hussain, Gestetner Operator			
Smt. Laxmi Rani Das, MTS			
<b>EDP Cell</b>			
Sh. Shohood Akhtar, Comp. Asst. Gr.A	232088		
Sh. B. Naga Raju, MTS			
<b>R&amp;I Section</b>			
Permeswar Deen, MTS	232381		
Uma Shankar, MTS			
Rupesh, MTS			
Biswas, MTS			
<b>Protocol</b>			
Dharam Raj, PO	231014	232051	9434285411
J. Sindhu, LGC			9434262613

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

- (x) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

**NIL**

- (xi) The Budgetary allocation to each of its agency, indicating the particulars of all plans proposed**

**NIL**

- (xii) The manners of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme**

**NIL**

- (xiii) Particulars of recipients of concessions, permits or authorizations granted by it**

**NIL**

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.**

**NIL**

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT  
GA SECTION  
RIGHT TO INFORMATION ACT 2005**

**17 POINT MANUAL**

- (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The GA Section of Secretariat Establishment is provided with a refreshment room with canteen facilities. Besides ladies rest room is also provided. There is also proposal for strengthening the administrative set up by providing reading room, library, recreation place etc.

- (xvi) The names and designations and other particulars of the Public Information officers.**

The Assistant Secretary (GA) is the PIO for all the matter of GA ie. Protocol, EDP, R&I and Genl. Admn. Secretary (GA) is the appellat authority for GA, H&E and other sections attached with GA.

- (xvii) Such other information as may be prescribed and thereafter update these publications every year.**

The GA department is housed in the ground floor of Secretariat in the eastern side.