

ANDAMAN AND NICOBAR ADMINISTRATION
PERSONNEL WING
SECRETARIAT

RIGHT TO INFORMATION ACT 2005
17 POINT MANUAL

SUO MOTO DISCLOSURE OF INFORMATION UNDER VARIOUS
HEADING LISTED IN SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT
2005

I. INTRODUCTION

The Personnel Wing of the Secretariat functions under the supervision, guidance & Administrative control of Chief Secretary / Secretary (Personnel) assisted by the Assistant Secretary (Personnel) as Branch Officer.

The Section is bifurcated into 02 Sections viz. Personnel Wing-I and Personnel Wing-II, which is managed by the respective Office Superintendents and supporting staff.

The mandate/functions of Personnel Wing has been defined in the Allocation of Business Rules, 2009 and Manual of Office Procedure. Important functions of this Section consists (1) Local Cadre Management of the IAS/DANICS Officers placed at the disposal of A&N Administration and their service matters. (2) Cadre Management of 02 Organized Cadres, viz Amalgamated Clerical Cadre and Amalgamated Stenographic Cadre including recruitment against the entry grades, promotion, transfer/posting and other service matters, (3) Vetting of Recruitment Rules for all the posts in various departments of A&N Administration. (4) Advisory function on Service matters. (5) Conduct of UPSC/SSC Examinations etc etc.

Chapter -1

[Section 4 (1) (b) (i)]

PARTICULARS OF ITS ORGANIZATIONAL FUNCTIONS:

(As incorporated in the Manual of Office Procedure, 2009)

(A) PERSONNEL WING-I

1. Service matters relating to All India Service officers/IAS (AGMUT)/DANICS (UTCS) officers.
2. Work allocation amongst CS, Commissioners/ Secretaries etc.
3. Training including foreign Programme / Assignment of IAS/UTCS officers.
4. Cadre review of IAS / DANICS.

5. Appoint of Observer/ Chief Election Officer.
6. Furnishing of monthly report regarding incumbency position of IAS/ IPS/ DANICS/ DANIPS.
7. Correspondence regarding vacancy position of all Departments under A&N Administration.
8. Correspondence regarding Revival of deemed abolished categories of posts in various Departments.
9. Submission monthly/half yearly return on ad-hoc appointment to Gr.'A' & 'B' posts made by different Deptt. of A&N Admn.
10. Correspondence on various demands resolution etc received from MP / Political Parties/ various Associations.
11. Monitoring of UPSC pending cases pertaining to different deptt. under A&N Admn & Consultation with UPSC related correspondence.
12. Implementation of Plan Scheme viz re-organization and strengthening of Secretariat Establishment.
13. Conducting of Recruitment examination for filling up of the posts of LGC, Steno (OG) and Multitasking Staff with the assistance of SSC.
14. Conducting Limited Departmental Examination for filling up of posts reserved for Group 'C' employees.
15. Implementation of Plan Scheme related to Secretariat Establishment.
16. Examination and vetting of Recruitment Rules of all posts in various Deptt. under A&N Administration.
17. Implementation of Pay Commission report and allied matters.
18. Anomaly Committee meeting & allied correspondence.
19. Parliament Questions relating to service matters of UT Administration.
20. Correspondence regarding conversion of temporary posts into permanent one of Secretariat Establishment.
21. Correspondence on IDA meeting.

(B) PERSONNEL WING No. II

1. Service matter including filling up the post, Promotion, Confirmation, transfer & Posting, Seniority list, Deputation, Fixation/ Stepping up of pay/ Stagnation increment of AC/Stenographic Cadre.
2. Work allocation amongst the Assistant Secretaries.
3. Placing of group B&C staff in Secretariat Estt. on Pension list.
4. Visit of Parliamentary Committee on service matters.
5. Filling up the post of Junior Analyst, STA & JTA.
6. Matters related to Service Associations and allied correspondences.
7. Transfer Policy.
8. Implementation of ACP / MACP Scheme in respect of AC/Stenographic Cadre.
9. Conversion/renewal of temporary posts in Secretariat Estt.

10. Grant of exemption from passing typing test in respect of Clerical Cadre staff.
11. Monitoring of Court cases pertaining to AC/ Stenographer/Staff Car Drivers Cadres
12. Issue of NOC/Permission under CCS (Conducts) Rules etc., Property returns and related correspondences in respect of group B&C staff, Clerical Cadre/ Stenographic cadre.
13. Matters relating to various types of advance to Clerical/ Stenographic cadre and other GR. B/C/D staff of Sect. Estt.
14. Issue of NOC to Clerical/Stenographic cadre sta for obtaining passports.
15. Sanction of cash handing allowance/personal allowance.
16. Grant of permission for higher studies.
17. Matters relating to conducting of UPSC/SSC exams at Port Blair center.
18. Deputation of Clerical/Stenographic Cadre staff for training under the Hindi teaching scheme.
19. Policy matter relating to Compassionate appointment including the cases in respect of clerical/ stenographic cadre staff
20. Grant Leave/ Joining time to Group C & D/ Gazetted Officers (other than IAS/DAN1CS) & leave encashment in respect of Secretariat Establishment
21. Matters relating to change of Name, change of Home Town, leave encashment etc etc.
22. Grant of overtime allowances/Honorarium.
23. Placing of staff for Election, Census and other Events.
24. Disposition list of employees of AC/Stenographic cadre and allied matters.
25. Forwarding of application for better job in r/o Clerical/Stenographic personnel.
26. Delegations of Powers of Appointing/Disciplinary Authority
27. Disposal of Applications under RTI Act, related to Personnel Wing
28. Examination of other Sections/department's files relating to personnel matters;
29. Disciplinary proceedings against Clerical/ Stenographic cadre staff in respect of Secretariat Establishment;
30. Service matter relating to Group C staff including filling up Group C posts in the Secretariat.

Chapter -2

[Section 4 (1) (b) (ii)]

POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES.

I. POWERS OF OFFICERS:

(A) Secretary (Personnel):

The Secretary (Personnel) is the Cadre Controlling Authority in respect of Amalgamated Clerical/Stenographic Cadres and Head of Department for Secretariat Establishment and is delegated with the financial powers of Head of Department in terms of provisions contained in the Delegation of Financial Power Rules 1978 and GoI, MHA's letter No. 15039/20/2012-Plg.Cell dated 30th August 2012. All matters being dealt with in the Personnel Wing are submitted to him for his consideration/approval.

(B) Joint Secretary (Personnel):

All matters being dealt with in the Personnel Wing-I & II are submitted to Secretary (Personnel) through Joint Secretary for her scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

(C) Assistant Secretary (Personnel):

Assistant Secretary (Personnel) is the Branch Officer for Personnel Wing – I & II. The incumbent also functions as Head of Office for Secretariat Establishment. All matters being dealt with in the Personnel Wing-I & II are submitted for his scrutiny and appropriate recommendation and submission to the higher authorities wherever required.

II. DUTIES AND RESPONSIBILITIES OF STAFF:

(As provided in the Manual of Office Procedure, 2009)

1. OFFICE SUPERINTENDENT (PW-I & II):-

They are in-charge of their respective Sections. They supervise the work, ensure discipline and punctuality, monitor the movement of daks/files and check delay. All files/daks of the Section are routed through them and assist the Assistant Secretary in discharging the subject allotted to the Personnel Wing as explained below:-

(i) General Duties:

- (a) Distribution of works among the staff as evenly as possible;
- (b) Training, helping and advising the staff;
- (c) Management and co-ordination of the work;
- (d) Maintenance of order and discipline in the section;
- (e) Maintenance of list of residential address of the staff.
- (f) Timely disposal of receipts and maintenance of records thereof;
- (g) Maintenance of records and periodical weeding out of records.

(ii) Responsibilities relating to Dak:

- (a) To go through the receipts;
- (b) To submit receipts to the Branch Officer/higher officer;
- (c) To keep a watch on any hold-up in the movement of dak; and
- (d) To scrutinize the section diary once a week to know that it is being properly maintained.

(iii) Responsibilities relating to issue of draft:

- (a) To see that all corrections have been made in the draft before it is marked for issue;
- (b) To check whether all enclosures are attached;
- (c) To indicate mode of dispatch.

(iv) Responsibilities of efficient and expeditious disposal of work and checks on delays;

- (a) To keep a note of important receipts with a view to watch the progress of action;
- (b) To ensure timely submission of arrear and other returns;
- (c) To undertake inspection of Assistants table and to ensure that no paper or file has been overlooked;
- (d) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week;
- (f) To submit to the Branch Officer weekly list of pending Court Cases and pending action of Court Orders (to avoid contempt of Court Cases).

(v) Duties in respect of recording and indexing;

- (a) Ensuring proper maintenance of reference books, office orders, all Manuals, Rules etc and registers required to be maintained in the Section and keep them up-to-date;
- (b) Ensuring neatness and tidiness in the Section;
- (c) Dealing with important and complicated cases himself;
- (d) To see to the proper maintenance of (a) Guard file, (b) File Index, (c) File Movement Register, (d) Receipt Register, (e) Issue Register (f) check list of returns (both inward and outward)
- (e) To see that reports and returns are submitted on due dates;

2. DEALING ASSISTANTS:

Head Clerks/Assistant-in-Charges/Assistants/HGCs/LGCs are posted as Dealing Assistants. Their duties when posted as Dealing Assistants are:-

- 1. To enter all receipts marked to him in his Day Book and to provide file numbers in the Section Diary for each receipt shown therein within 3 days of the receipt of such receipts;
- 2. To examine cases in the light of Instructions, if any given or line of action indicated by his Section Officer or Higher Officer;
- 3. To seek assistance of Section Officer or Higher Officers for the disposal of work entrusted to him, in case of difficulties;
- 4. To examine promptly all receipts marked to him and to submit them on the due required dates;
- 5. To put up cases after examination to the Section Officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
- 6. To submit to the Branch Officer, through the Section Officer, weekly arrear statements along with details of files and papers which remain pending for more than 7 days;
- 7. To submit to the Branch Officer, through the Section Officer, the list of pending Court Cases or action pending on Court orders to avoid Contempt of Courts;
- 8. To maintain a Suspense and Reminder Diary for taking action on due dates. It should be checked by the dealing clerk at the beginning of each working day; i) To take prompt action regarding recording of cases; j) To keep papers and files in a tidy condition;

9. To maintain list of files he deals with and watch their movements, if the file is held up at any level for an unduly long period;
10. To comply with the instructions of the Section officer or any Higher officer;
11. To maintain properly the Standing Guard File and other registers;
12. To attend to such other work as may be assigned to him by the Section Officer or any Higher Officer.

3. LOWER GRADE CLERKS:

The following are the duties of the Lower Grade Clerk doing typing works:-

1. To type all matters marked to him;
2. To maintain work sheet in the prescribed form;
3. To report to the Section Officer regarding the position of unfinished work at the end of the day;
4. To submit to the Officers concerned, files and receipts 'Dak Pads' for perusal at the dak stage, as directed;
5. To bring to the notice of the Section Officer any paper/cases which are not received back from the Officers to whom those papers/cases were sent earlier at dak stage for perusal and return;
6. To enter receipts/cases in the Section Diary;
7. To distribute the receipt/cases to the Dealing Clerks to whom they have been marked, after obtaining the initials of the respective dealing clerks in the Section Diary itself;
8. To bring to the notice of the Section Officer all entries in the Section Diary against which file numbers could not be noted for want of information from the Dealing Clerks;
9. To maintain File Register up-to-date;
10. To maintain File Movement Register;
11. To maintain a list of address of the Staff working in the section/office;
12. To prepare monthly indent for stationery articles and to arrange for its collection from the stationery clerk;
13. To arrange supply of stationery articles to the staff in the Section/Office through the Daftry/Peon;

14. To ensure proper maintenance of records kept in the Section;
15. To trace out old files/records as may be required by Dealing Clerks, with the help of Daftry/Peon attached to the Section/Office;
16. To maintain casual leave account of the staff working in the Section /Office under the personal supervision of the Section Officer;
17. To attend to routine typing and comparison work as may be required by the Section Officer;
18. To deal with routine receipt and files;
19. To keep Section/ Office Library, if any, in proper order;
20. To maintain a Register of publications received in the Section/office from time to time and to distribute them (including reference Books) to the Staff/Officers as and when required;
21. To initiate action for preparation of Weekly Arrears Statements and Monthly Statements of cases pending disposal for over a month;
22. Circulation of papers among the members of the staff in the Section/Office and its recording;
23. Correction to reference books; and
24. To attend to such other item of work as may be entrusted by the Section Officer or Higher Officer.

Chapter -3

[Section 4 (1) (b) (iii)]

THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

The Secretary (Personnel) functions as Head of Department for Secretariat Establishment and Cadre Controlling Authority in respect of Amalgamated Clerical/ Stenographic Cadre while Assistant Secretary (Perl) functions as Branch Officer and Head of Office for Secretariat Establishment as provided under the Delegation of Financial Power Rules 1978. All files relating to the mandate allocated to Personnel Wing are submitted to the Assistant Secretary, who in turn submit the same to Secretary (Perl) wherever necessary for consideration and approval of the competent authority. .

Chapter : 4

[Section 4 (1) (b) (iv)]

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Personnel Wing deals with the service matters of All India Service Officers and two Organized Cadres on case to case basis and therefore, hardly any norms can be prescribed for the discharge of its functions.

Chapter -5

[Section 4 (1) (b) (v)]

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

All Rules/Regulations/Manuals and Guidelines issued by the Government of India relating to Establishment and Personnel Management are applied on case to case basis by the Personnel Wing subject to its application/availability.

Chapter -6

[Section 4 (1) (b) (vi)]

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

(A) Following subject files are being maintained in the section:-

1. Correspondence files on various subjects.
2. Personal files of the Clerical / Stenographic Cadre staff / employees of Secretariat Establishment / IAS/ DANICS Officers posted under A&N Administration.
3. Matters related Cadre review of IAS/ DANICS, work allocation amongst CS, Commissioners / Secretaries etc.
4. Files relating to recruitment against the posts of LGC and Stenographer (OG);
5. Files relating to Limited Departmental Examination for filling up of posts reserved for erstwhile Group 'D' employees;

6. Files relating to scrutiny of Recruitment Rules of all posts in various Deptt. under A&N Administration.
7. Framing / amendment of Recruitment Rules for Group A, B, C categories of posts under Secretariat Establishment.
8. Files relating to conduct of UPSC/SSC Examinations at Port Blair Centre;
9. Files relating to Compassionate appointments in the Clerical Cadre;
10. Files relating to appointment of Disciplinary/Appointing Authorities in various departments

(B) The following Registers are maintained in the Sections:

- Attendance register
- Casual leave register
- File movement register
- File Index register
- Diary register
- Dispatch register
- RTI Registers
- Bill register for publication and other contingencies
- Expenditure register
- Reservation Roasters
- Stock Registers
- Incumbency Registers
- Register for Disciplinary cases

Chapter -7

[Section 4 (1) (b) (vii)]

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR RESPONENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

Since the mandate of the Section is limited to personnel management which is done as per policy guidelines issued by the Govt of India from time to time, no separate policy is formulated for the Section except for transfer of posting of employees.

Chapter -8

[Section 4 (1) (b) (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 THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

The following Committees have been constituted for the smooth functioning of the Section:-

1. Departmental Promotion Committees
2. Screening Committees for considering cases for financial upgradations under ACP/MACP Schemes and to consider appointment on compassionate grounds in the Clerical Cadre;
3. Committee to consider complaints on sexual harassment against women employees at their work place. .

Chapter - 9

[Section 4 (1) (b) (ix)]

DIRECTORY OF ITS OFFICERS AND STAFF

E.mail: personnelwing@gmail.com

Designation	Name	Telephone No.
Secretary (Personnel)	Shri S K Bhandari	03192 - 234417
Jt. Secretary (Personnel)	Smt Nita Sharma	03192 - 230914
Assistant Secretary (Perl)	Smt Krishnan Chakraborty	03192 - 236637
Stenographer (OG)	Smt K. Sheeba	
Personnel Wing – I		03192 - 232104
Office Superintendent	Smt Usha Ravi	-do-
Assistant In Charge	Shri Sunil Bepari	-do-
Assistant In Charge	Smti. Purnima Govind	-do-
Higher Grade Clerk	Smt P Geetanjali	-do-
Lower Grade Clerk	Ms. S.Venuka Devi	-do-
Lower Grade Clerk	Shri Nipu Kr. Moitra	-do-
Lower Grade Clerk	Smt Poonam Dwivedi	-do-
Gastetner Operator	Shri J C Baidya	-do-
Personnel Wing – II		03192 - 234335
Office Superintendent	Smt D Danamma	-do-
Assistant In Charge	Shri P Shashi Kumar	-do-
Assistant In Charge	Shri T Radhakrishnan	-do-
Assistant In Charge	Smt D Rajeshwari Amma	-do-
Assistant In Charge	Shri S Ravindran	-do-

Higher Grade Clerk	Shri Kuldip Benedict Toppo	-do-
Higher Grade Clerk	Smt K P Binu	-do-
Lower Grade Clerk	Ms. Thaketu Raj	-do-
Lower Grade Clerk	Ms.Revethi	-do-

Chapter -10

[Section 4 (1) (b) (x)]

MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS & EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Pay Band and Grade Pay attached to incumbents posted in Personnel Wing-I & II are indicated below:-

Name	Designation	Pay Band	Pay Band/Scale	Grade Pay
1	2	3	4	5
Shri. S K Bhandari	Secretary (Personnel)	PB-4	37400-67000	8700
Smt Nita Sharma	Jt. Secretary (Personnel)	PB-2	9300-34800	5400
Smt Krishna Chakraborty	Asstt. Secretary (Perl)	PB-2	9300-34800	4600
Smt K. Sheeba	Stenographer (OG)	PB-1	5200-20200	2400
Personnel Wing – I				
Smt Usha Ravi	Office Superintendent	PB-2	9300-34800	4600
Shri Sunil Bepari	Assistant In Charge	PB-2	9300-34800	4200
Smti.Purnima Govind	Assistant In Charge	PB-2	9300-34800	4200
Smt P Geetanjali	Higher Grade Clerk	PB-1	5200-20200	2800
Ms. S.Venuka Devi	Lower Grade Clerk	PB-1	5200-20200	1900
Smt Poonam Dwivedi	Lower Grade Clerk	PB-1	5200-20200	1900
Shri Nipu Kr. Moitra	Lower Grade Clerk	PB-1	5200-20200	1900
Shri J C Baidya	Gastetner Operator	PB-1	5200-20200	2000
Personnel Wing – II				
Smt D Danamma	Office Superintendent	PB-2	9300-34800	4600
Shri P Shashi Kumar	Assistant In Charge	PB-2	9300-34800	4200
Shri T Radhakrishnan	Assistant In Charge	PB-2	9300-34800	4200
Smt D Rajeshwari Amma	Assistant In Charge	PB-2	9300-34800	4200
Shri S Ravindran	Assistant In Charge	PB-2	9300-34800	4200
Shri Kuldip Benedict Toppo	Higher Grade Clerk	PB-1	5200-20200	2400
Smt K P Binu	Higher Grade Clerk	PB-1	5200-20200	2400
Ms. Thaketu Raj	Lower Grade Clerk	PB-1	5200-20200	1900
Ms. Revethi	Lower Grade Clerk	PB-1	5200-20200	1900

There exists no provision for payment of compensation to the above officials as per extant rules.

Chapter -11

[Section 4 (1) (b) (xi)]

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE.

The budget allocations and expenditure under Plan and Non-Plan are centrally estimated for all the Sections in the Secretariat and no separate record in this regard is maintained for Personnel Wing.

Chapter -12

[Section 4 (1) (b) (xii)]

THE MANNERS OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS.

No subsidy programmes are either planned or under implementation in the Personnel Wing-I & II.

Chapter -13

[Section 4 (1) (b) (xiii)]

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

No Concessions, Permits or Authorisations are presently granted to Personnel Wing of Secretariat.

Chapter -14

[Section 4 (1) (b) (xiv)]

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-

All orders relating to transfer/posting of officials, work allocations etc being issued by Personnel Wing are being uploaded in the web site www.and.nic.in of Personnel Wing. Further efforts are being made to upload the personnel data of the employees for which the software is under modification by NIC.

Chapter -15

[Section 4 (1) (b) (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.

As already explained, the Personnel Wing deals with service matters of Govt servants and therefore, there exists no provision for Library or Reading Room in the Section.

The general public/Govt servants can, however, meet the Secretary (Perl) or Assistant Secretary (Perl) between 1200 hours and 1300 hours on all working days to place their grievances.

Chapter -16

[Section 4 (1) (b) (xvi)]

THE NAMES, DESIGNATION & OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Name	Designation	Phone No	Jurisdiction	Address
Smt Krishna Chakraborty	Assistant Secretary (Perl)	03192 – 236637	Personnel Wing	Annexe Building, Secretariat

Chapter -17

[Section 4 (1) (b) (xvii)]

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

The Public Information Officer i.e. Assistant Secretary (Perl) - is also available to render assistance to the Information seekers, who deserve assistance as per provisions contained in the RTI Act, 2005 to file RTI application or obtaining/ inspection of records within the ambit of the extant rules there-under.
