

F. 4-39/2012-Home (RTIA) (PF)
अडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय/SECRETARIAT

SL. No	Point wise reply of Section 4.1 of Right to Information Act, 2005	
1.	The Particulars of its organization, functions and duties	<p>The Home department is entrusted with Administration of Police Services, like maintenance of law and order, prevention & control of crimes, prosecution of criminals, Foreigners including Poaching activities, Fire Services and Prison Administration. The Home Department is also entrusted with the Civil Defence, Home Guards services and IRBn/ Passport Foreigners Act are being looked after. It maintained liaison with Defence service for Military and Civil Co-operation.</p> <p>The Organization Charat of the Officers dissenting hierarchy is as under:-</p> <ul style="list-style-type: none"> i) Shri Anand Prakash, IAS, Chief Secretary being the Secretary (Home) ii) Shri Rakesh Bhatnagar, Special Secretary (Home) iii) Shri K. Purushothaman Achari, Assistant Secretary (Home)
2.	The Powers and duties of its Officer and employees	<ol style="list-style-type: none"> 1. Matters relating to IPS & DANIPS and other establishment matters. 2. Political matters 3. Passport & Foreigners Act/ VISA 4. Union War Book and War Book of U.T of Andaman & Nicobar Islands. 5. Internal Security Scheme 6. Civil Military Liaison Conference 7. Civil Defence 8. Criminal Procedure including Magisterial powers. 9. National Foundation for Communal Harmony. 10. Home Guards 11. Foreigners including poaching activities 12. Marine Police 13. IR Battalion 14. Weekly/ Fortnightly/Monthly Reports of Law & Order situation in A & N Islands. 16. ANC matters or matters related to Military and Navy, Coast Guard. 17. Citizenship Act/ Rules 18. All correspondence (Estt., Accounts & others) of the Jail Department.

		<p>19. Restricted Area Permission for Foreign Nationals beyond 45 days. 20. Granting permission to Foreign ships for entering in A & N Islands Waters. 21. Correspondence relating to Coastal Security. 22. Correspondence relating to Narcotics Act. 23. Inter State Council. 24. Police Modernization Scheme 25. CCTNS (Crime and Criminal Tacking Network and Systems). 26. Prevention of Human Trafficking. 27. Crises management and Standard Operating Procedure (SOP) 28. Enemy Property 29. Arms & Ammunition. 30. Victim Compensation.</p>
3.	<p>The procedure followed in the decision-making, process including channels of supervision and accountability.</p>	<p>The Procedure followed in the decision making is common to all Department including Home Department as prescribed in the Manual of Office Procedure published by the Administrative Reforms Wing, Secretariat. These Rules and instructions are amended from time to time by the Administrative Reforms.</p> <p>The proposal /reference received by the Head of Department/ Office properly docket at the first instant and distribute to the concerned dealing Clerk after marking it by the Section Incharge (Office Superintendent) as well as Assistant Secretary. The dealing clerk may also docket it Receipt number and page number etc. and put up on the concerned file to the Higher Authority on the ascending hierarchy. After the final decision of the Competent Authority, action may be initiated against the each reference.</p>
4.	<p>The norms set by it for the discharge of its functions.</p>	<p>As per Manual of Office Procedure of A & N Administration issued by the Administrative Reforms wing.</p>
5.	<p>The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions.</p>	<p>The Police Act, 1861, A & N Police Manual 1963, Arms Act 1959, Jail Manual 2004, Home Guard Act/ Rule-1964, Passport Act, 1967, Passport Manual-2010, VISA Manual;, Registration of Foreigners Act 1939, Foreigners Act 1946 and Rules framed there under are available in the section as well as website www.mha.nic.in, www.passpsort.gov.in , and http://mha.nic.in/icweb/icfirstpage.aspx (on line)</p>

6.	A statement of the categories of documents that are held by it or under its control.	The service records like Service Book, Leave Accounts in respect of the person serving in A & N Police, IR Battalion, Jail Department and Regular Home Guards are being maintained by the respective Department. The personnel files in respect of IPS/ DANIPS cadres Officers are also maintaining in the Home Department too. The file related each subject is also in operation.
7.	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.	A Police Complaint Authority to deal with complaint of General public against police officers and Security Commission for Union Territory other than NCT of Delhi already constituted ensuring the representation by the members of the public to deal with such matters. All the policies related to internal security and coastal security are framed by the Ministry of Home Affairs, Government of India, New Delhi.
8	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.	<ol style="list-style-type: none">1. State level Crises Management Committee, and District Level Crises Management Committee.2. Police Establishment Board,3. A Committee was constituted to study influx of population and to consider the merit of regulating entry of Indian Citizen into A & N Islands.4. State Apex Committee on CCTN.5. UT and District level committee on control of Explosive.6. ANCoPS (Andaman & Nicobar Computerization of Police Society).7. Security Commission for Union Territory other than NCT of Delhi.

9	A directory of its Officers and Employees.	<p><u>Officers of Home Department.</u></p> <ol style="list-style-type: none"> 1. Shri Anand Prakash, IAS, Chief Secretary/ Secretary (Home)- 233110 (O) 2. Shri Rakesh Bhatnagar, Special Secretary (Home) - 244022 (O), 244011(O) 3. Shri K. Purushothaman Achari, Assistant Secretary (Home)- 241042 extn. 800(O) <p><u>Staff of Home Department</u></p> <ol style="list-style-type: none"> 1. Shri. Jagga Rao, Office Superintendent - 232475 extn.127 (O) 2. Shri. V.K. Sayed Alvi, AIC - 232475 extn.127 (O) 3. Shri. S. Ramachander Reddy,AIC - 232475 extn.127 (O) 4. Smt. Sashikala, HGC - 232475 extn.127 (O) 5. Smt. B.T. Saraswati, HGC - 232475 extn.127 (O) 6. Smt. S. Sherly, LGC - 232475 extn.127 (O) 7. Smt. K.N. Vijayamma, LGC - 232475 extn.127 (O) <p><u>Staff of Passport Section</u></p> <ol style="list-style-type: none"> 1. Shri. S.V. Chenchu, LGC - 232475 extn.138 (O) 2. Shri. Dharmajoy parai, LGC - 232475 extn.138 (O) 3. Shri. S.K. Dubey, LGC - 232475 extn.138 (O)
10.	The monthly remuneration received by each of its officers and Employees including the system of compensation as provided in its regulations.	The Officers and Employees of this Department are Central Government employees and are receiving salaries as prescribed by the Government of India. There is no system of any other compensation.
11.	The Budget allocated to each of its agency, indicating the particulars of all plans proposed, expenditures and reports on disbursement made.	No Budget allocated or fund provided separately to Home department of A & N Administration. The salary and other expenses of its employees are being paid by the Cash Section of A & N Administration.

12.	The manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes.	Victim Assistance Scheme is implemented and will be funded from the consolidated fund of India as per requirements of the Scheme. The funds for this Scheme will be made available to the Union Territory by the MHA by way of Grant under Grant No.'55' Other Expenditure of MHA.
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	Permission for Long Term Restricted Area Permit beyond 45 days on arrival of foreigners will consider by Home Department in consultation with MHA. Also issue Permit/ Permission to Foreign Diplomat to visit Andaman. Permission may also consider to issue to Foreign Flag Vessel to enter A &N Territorial waters.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form.	Obtaining Indian Citizenship is reduced in an electronic form/ online web site- http://mha.nic.in/icweb/icfirstpage.aspx (on line)
15.	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.	Home Department is not maintaining any Public Library. However information can be obtained during office Hours 0830 hours - 1300 hours and 1330 hours- 1700 hours on any working day.
16.	The names and designations and other particulars of the Public Information Officers.	Shri K. Purushothaman Achari, Andaman and Nicobar Administration is the PIO. Whose address is - Assistant Secretary (Home & Passport), Secretariat Complex, Port Blair.
17.	Such other information as may be prescribed and thereafter update these publications every year.	Whenever the Rules and Regulations and replacement of staff in the Home Department may be up to dated/published in the official Website of A & N Islands, Govt. of India.