

The Lt Governor's Secretariat

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

The Lt. Governor appointed in terms of Article 239 of the Constitution of India is the Administrator for the UT of Andaman and Nicobar Islands. The Lt. Governor's Secretariat assists the Lt. Governor in administering the affairs of the UT in performance of administrative and ceremonial functions.

The organizational set up of Lt Governor's Secretariat is broadly divided into two main divisions

- Secretariat Wing
- Household Wing

The Lt Governor's Secretariat is headed by the Secretary to the Lt Governor, who is the Administrative Secretary of the Secretariat as well as the Head of the Department vested with statutory administrative & financial powers as laid down in the respective Rules.

Assisting him in the Secretariat functions is the Senior Private Secretary to Lt Governor. The Senior Private Secretary to Lt Governor is vested with the powers of DDO and Public Information Officer. Aide de Camp act as an Assistant to the Lt Governor. An additional ADC assist him.

Security of the Lt Governor and of Raj Niwas is vested with the A & N Police Department.

The Household wing attends to the hospitality of the Lt Governor and the Guests and VVIPs who visit Raj Niwas. The Household In-charge is responsible for this wing as well as for the aesthetic maintenance of Raj Niwas.

The Public Grievance petitions submitted to the Lt Governor form a vital component of function that has interaction with the Public. To effectively monitor this, a software has been specially developed, namely "HelpDesk@LGOffice". The petitions submitted by the Public are forwarded to the Departments concerned and the progress is monitored through the help desk.

Every Tuesday the Lt Governor meets the public to hear their grievances which are forwarded to the departments concerned and are monitored by the Raj Niwas.

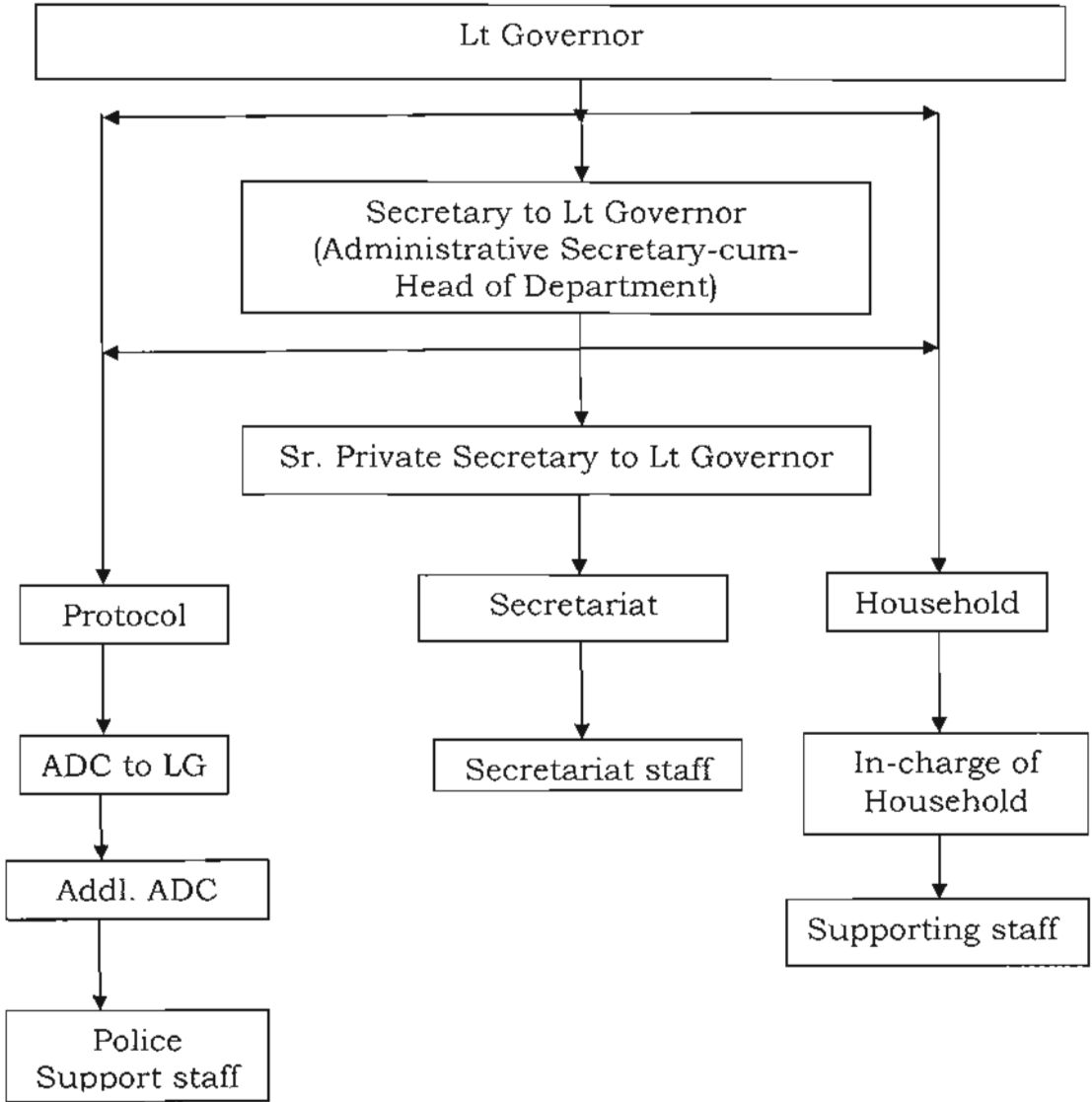
The Secretariat also operates the Lt Governor's Relief Fund that comes under the purview of "The Charitable Endowments Act of 1890" for granting financial assistance for the indigent, medical relief to the needy, the bereaved families of persons killed due to wild attacks/natural calamities and for outstanding sports persons and talented youth. The LG's Relief Fund is administered and managed by a General Committee with the Lt Governor as the Chairman and Chief Secretary, Principal Secretary (Finance), Principal Secretary (Shipping) and Deputy Commissioner (S/A) as Members and Secretary to LG as Treasurer.

Address:

Lt Governor's Secretariat
Raj Niwas
Port Blair - 744101
A & N Islands

Working Hours: 8.30 AM to 5.00 PM

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(ii) The powers and duties of its officers and employees:-

Secretary to the Lt Governor is the administrative Secretary as well as Head of Department in respect of Lt Governor's Secretariat and his powers and duties are as vested as under FR&SR and as per delegation of the financial powers in the A & N Secretariat.

The duties of Secretariat staff:-

1. to enter all receipts marked to him in 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 higher Officer;
3. to put up cases after examination to the higher officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
4. to maintain a list of files with and watch their movements, if the file is held up at any level for an unduly long period;
5. to comply with the instructions of the higher officer;
6. to place all receipts on the Branch Head's table as and when received;
7. to bring the notice of the Branch Head any papers/cases which are not received back from the officers to whom those papers cases were sent earlier at dak stage for perusal and return;
8. to maintain File Movement Register;
9. to maintain proper maintenance of records kept in the Section;
10. to deal with routine receipt and files;

11. to keep the Branch in proper order; to maintain a Register of publications received in the Branch from time to time and to distribute them (including reference Books) to the Staff/Officers as and when required;
12. to attend to such other items of work as may be entrusted by the Branch Officer or Higher Officers.

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

The single file system is followed for obtaining the orders and approvals of the Lt. Governor by the Secretariat. The files are submitted by the Secretaries through the Chief Secretary.

(iv) The norms set by it for the discharge of its functions:-

The norms set for the discharge of its functions are as vested under the Fundamental Rules and Service Rules of the Central Government Employees.

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

The Secretariat follows the rules, regulations, instructions, manuals as issued by the Central Government from time to time.

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

S. No.	Category	Name of documents	Held by it or under control of
1.	Files	APAR/ACR folders	Sr. PS to Lt Governor
2.	Files	Establishment matters	Sr PS to Lt Governor

(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:-

Boards and Committees having representation of elected members or/and members of Panchayathi Raj Institutions and members of general public are constituted by the departments concerned after obtaining approval of the Lt Governor and such files are kept in the departments concerned.

(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:-

Boards and Committees having representation of elected members or/and members of Panchayathi Raj Institutions and members of general public are constituted by the departments concerned after obtaining approval of the Lt Governor and such files are kept in the departments concerned.

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

No.	Name	Designation	Phone No.
1	Lt Gen (Retd.) Bhopinder Singh, PVSM, AVSM	Lt Governor	233333 246464
2	Shri Satish Mathur, IAS	Secretary to LG	233113 9434287333
3	Shri L. Johnikutty	Sr. PS to LG	233333 246464 9434283436
4	Shri Elisha	ADC to LG	232675
5	Shri M. Mohan	PA	230369
6	Shri P. Roy	PA	246464
7	Shri P. Sathyapal	Head Clerk	230369
8	Shri S. Saji	HGC	230369
9	Shri Neeraj Lall	LGC	230369
10	Shri Mohsin Fareed	LGC	235411
11	Shri Tinku Debnath	LGC	230369
12	Shri Mohd. Hanifa	SCD	230369
13	Shri U. Srinivasulu	MTS	230369
14	Shri C. Rasheed	MTS	230369
15	Shri Nagur M. Shaibu	Receptionist	230369
16	Shri Bitna Barrick	MTS	230369
17	Shri S.V. Ramanaiah	MTS	230369
18	Shri M. Munish Kumar	MTS	230369
19	Shri B.C. Das	MTS	230369
20	Smt C. Mary	MTS	230369
21	Shri S. Papa Rao	MTS	230369
22	Sri S. Mohan Rao	MTS	230369
23	Shri R. Yadavaiah	MTS	230369
24	Shri K. Jogeshwar Rao	MTS	230369
25	Shri Bhole Ram	MTS	230369
26	Additional PS	Vacant	
27	Cook	Vacant	
28	Assistant Cook	Vacant	

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

(As on 31.03.2013)

No.	Name	Designation	Basic pay	Grade Pay	Total emoluments
1	Lt Gen (Retd.) Bhopinder Singh PVSM, AVSM	Lt Governor	80000	---	154225
2	Shri Satish Mathur, IAS	Secretary to LG	53710	8700	117771
3	Shri L. Johnikutty	Sr. PS to LG	20370	4800	48438
4	Shri Elisha	ADC to LG	17500	4600	47425
5	Shri M. Mohan	PA	17060	4600	47921
6	Shri P. Roy	PA	17060	4600	43339
7	Shri P. Sathyapal	Head Clerk	12520	4200	34224
8	Shri S. Saji	HGC	11070	2800	32115
9	Shri Neeraj Lall	LGC	6310	1900	18035
10	Shri Mohsin Fareed	LGC	6310	1900	18035
11	Shri Tinku Debnath	LGC	6310	1900	18035
12	Shri Mohd. Hanifa	SCD	11070	2800	31815
13	Shri U. Srinivasulu	MTS	10260	2400	27019
14	Shri C. Rasheed	MTS	8800	2000	25537
15	Shri Nagur M. Shaibu	Receptionist	12310	2800	34276
16	Shri Bitna Barrick	MTS	7900	1800	19650
17	Shri S.V. Ramanaiah	MTS	7670	1800	19264
18	Shri M. Munish Kumar	MTS	5630	1800	15164
19	Shri B.C. Das	MTS	8750	2000	23495
20	Smt C. Mary	MTS	8200	1900	22086
21	Shri S. Papa Rao	MTS	8200	1900	22086
22	Sri S. Mohan Rao	MTS	8200	1900	24106
23	Shri R. Yadavaiah	MTS	8200	1900	24106
24	Shri K. Jogeshwar Rao	MTS	7760	1900	20622
25	Shri Bhole Ram	MTS	7900	1800	21558

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made:-**

Major Head	Demands for Grants 2013-2014	(in thousand of Rupees) Budget Estimates 2013-2014			
		Plan	Non-Plan	Total	DDO
2012	01 Lt Governor's Secretariat				Sr. PS to LG
01.00.01	Salaries	0	12701	12701	
01.00.02	Wages	0	0	0	
01.00.03	Overtime Allowances	0	125	125	
01.00.06	Medical Treatment	0	400	400	
01.00.11	DTE	0	4000	4000	
01.00.13	Office Expenses	0	3474	3474	
	Total	0	20700	20700	

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

This is prescribed under the schemes of the departments concerned.

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

-Not applicable-

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

No other information except as available on "HelpDesk@LGOffice" is reduced in an electronic form in the Lt Governor's Secretariat.

(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:-

Citizen desirous of obtaining information can do the same under the RTI Act of 2005.

(xvi) The names, designations and other particulars of the Public Information Officers:-

Name of the department: LG's Secretariat, Raj Niwas

Sl. No	Name and Designation	Designated as	Telephone/ Fax No.	Jurisdiction
1	Shri L. Johnikutty Sr. PS to LG/Public Information Officer	Public Information Officer	233333 (Tel) 230372 (Fax)	Matters related to LG's Secretariat, A & N Islands Port Blair
2	Shri Satish Mathur, IAS Secretary to LG	Appellate Authority	233113 (Tel) 232135 (Fax)	-do-

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

-Not applicable-

M. Thomas
1814
Public Information Officer
(Sr. PS to LG)
1814