

अंडमान तथा निकोबार प्रशासन
पशुपालन एवं पशु चिकित्सा सेवा निदेशालय
पोर्ट ब्लेयर
फैक्स संख्या 03192 - 233286
Email : dir-ah@nic.in

ANDAMAN & NICOBAR
ADMINISTRATION
DIRECTORATE OF ANIMAL HUSBANDRY
& VETERINARY SERVICES
PORT BLAIR
Fax. No. 03192 - 233286
Email : dir-ah@nic.in

क्र.सं. 77/ इ एस टी टी/डीएच/2011-2012/
I.No. 1-77//DAH/Estt/2011-12/

Dated the 19th October, 2011

Order No. 1575

In suppression of all previous orders the work of Establishment section/ Correspondence Section is re-allocated amongst the following AC Cadre Staff with immediate effect.

1. Smti Vellamma, Head Clerk :

- i). She will be responsible for maintenance of Service Book/Leave account, Personal file, increment register, incumbency register and superannuation register & other allied records of all Group "C" Para Veterinary Staff.
- ii). She will also attend all personnel claims like medical reimbursement, Children Education Allowance, T.A/L T C Advance, Leave Salary Advance, Festival Advance in respect of all group "C" Para Veterinary staff.
- iii). She will also ensure timely award of financial up gradation and fixation of pay on promotion etc in respect of all eligible Para Veterinary Staff.
- iv). She will be responsible for preparation of reservation roster in respect of all Group C Para veterinary staff.
- v). She will be responsible for correspondence and preparation of Seniority List in respect of Para veterinary Staff of the department of Animal Husbandry & Veterinary staff.
- vi). Any other works assigned by OS/ADA&DAH will also be attended to. She will also look after the duties of OS during his absences.

2. Smti Sarjan Bibi, Head Clerk :

- i). She will be responsible for maintenance of Service Book/Leave account, Personal file, increment register, incumbency register and superannuation register & other allied records of all Group "A" & "B" Officers.
- ii). She will also attend all personnel claims like medical reimbursement, Children education Allowance, TA/L.T.C Advance, Leave salary Advance, in respect of all Group "A" & "B" Officers.

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- iii). She will also ensure timely award of financial up-gradation and fixation of pay on promotion etc in respect of all eligible "A" Officers.
- iv). She will be responsible for preparation of reservation roaster in respect of all Group "A" & "B" Officers and sending all the reports and returns to the concerned agencies .
- v). She will be responsible for correspondence and preparation of Seniority List in respect of all Group "A" & "B" Officers of the Department of Animal Husbandry & Veterinary staff.
- vi). Any other works assigned by OS/ ADA&DAH will also be attended to.

3. Shri Pritam Singh ,Head Clerk :

- i). He will be responsible for correspondences/preparation/ amendments on Recruitments Rules in respect of all Group A & B Officers and Para Veterinary Staff of the Animal Husbandry Department.
- ii). He will be responsible for notifying the Vacancies/ arranging DPC/conducting interviews / filling up of the vacant posts besides maintaining profile of posting and transfer in respect of all Veterinary Staff.
- iii). Any other works assigned by OS/ ADA&DAH will also be attended to .

4. Smti Lalitha Joney, Head Clerk:

- i). She will be responsible for maintenance of Service Book/Leave account, Personal file, increment register, incumbency register and superannuation register & other allied records of all Amalgamated Cadre Staffs (Clerical, Stenographic, Statistical, IT etc.)and digital Machine operator, record keeper, Daftri, peon etc.
- ii). She will also attend all personnel claims like Medical Reimbursement, Children education Allowance, TA/LTC Advance, Leave salary Advance, Festival Advance in respect of all Amalgamated Cadre staffs (Clerical, Stenographic, Statistical, IT etc.)and preparation of Over Time Allowance in respect of all eligible staff.
- iii). She will also be responsible for fixation of pay on financial upgradation and promotion in respect of all Amalgamated Cadre staffs (Clerical, stenographic, Statistical, IT etc.)
- iv). She will deal with correspondence related to engagement of DRM/Casual workers and security guard. She will be responsible to maintain proper records in this regards.
- v). Any other works assigned by OS/ ADA&DAH will also be attended to .

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Shri Kamal Kumar Das, Higher Grade Clerk

- i). He will be responsible to deal with all the pension cases in respect of all categories of staffs of this Directorate and will settle all pensioners benefits and will take advance action to complete the records of those staff who are likely to retire within a period of two years as per the provision contained in CCS (Pension) Rules 1972.
- ii). He will deal with all the correspondence related to settlement of pension, Leave encashment, UTGEGIS, and final payment of GPF, deposit linked insurance and other allied matters related to pension and family pension in respect of all categories of staff.
- iii). He will be responsible for correspondence and maintenance of records on Renewal of Temporary post /Conversion of temporary posts into permanent one.
- iv). Any other works entrusted to him from time to time by OS/Assistant Director/ Director (AH&VS).

6. Smti K. Laxmi Tayar

- i). She will be responsible for dealing of All General correspondence such as Parliament question/Public Grievance, /Animal welfare etc.
- ii). She will be responsible for correspondence and maintenance of records on installation telephone, payment of telephone bills, Payment of rent of Govt buildings, Water charges, Honorarium, etc.
- iii). She will be responsible for correspondence on deputation of staff and officers to various training /workshop in the mainland as well as in the A&N Islands.
- iv). She will be responsible to deal with the correspondence and maintenance of records on procurement of computer and its accessories/ Office equipment etc. under the supervision of Nodal Officer(IT).
- v). Any other works entrusted to her from time to time by OS/ADA/NO(IT)/Director will also be attended.

7. Smti Zubaida, HGC

- i). She will be responsible for preparation of seniority list and attending objections if any in respect of all employees of the Animal Husbandry department.
- ii). She will be responsible for scrutiny of the application received from various institutions Sanction of GPF for grant GPF advance/ Withdrawal.
- iii). In addition to the above work she will also assist Smti Vellamma, Head Clerk.

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Smti Saraswathi, Higher Grade Clerk

- i). She will be responsible for maintenance of Service Book/Leave account, Personal file, increment register, incumbency register and superannuation register & other allied records of all erstwhile Group "D" Para Veterinary Staff.
- ii). She will also attend all personnel claims like medical reimbursement, Children education Allowance, T.A/LTC Advance, Leave Salary Advance, Festival Advance in respect of all erstwhile group "D" Para veterinary staff.
- iii). She will also ensure timely award of financial up gradation and fixation of pay on promotion etc in respect of all eligible Para veterinary Staff.
- iv). She will responsible for preparation of reservation roaster in respect of all Group C Para Veterinary Staff.
- v). Preparation of Seniority List in respect of Para veterinary Staff of the department of Animal Husbandry & Veterinary Staff.
- vi). Any other works assigned by OS/ ADA&DAH will also be attended to.
- vii). In addition to the above work she will also assist Shri preetham Singh ,Head Clerk.

9. Shri Dinesh, H.G.C

- i). He will be responsible to deal with all correspondence related to Right to Information Act.
- ii). He will also deal and assist Nodal Officer for ID cases, Central Administrative Tribunal, High Court and Supreme Court Cases. In respect of all cases he will accompany Nodal Officer and Govt. Pleader / Panel Advocate as the case may be.
- iii). He will also responsible to deal with vigilance /disciplinary cases and send reports to the concerned agencies time to time.
- iv). Any other works assigned by OS/ ADA & DAH will also be attended to.

10. Smti Vijay laxmi, Lower Grade Clerk:

- i). She will be responsible for with central Diary & Dispatch.
- ii). She will also be responsible for maintenance of stamp account and allied registers.
- iii). In addition to the above she will also attended typing work.
- iv). Any other works assigned by OS/ ADA & DAH will also be attended.

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General direction to all dealing Assistant :

1. All Dealing Assistant shall maintain a file movement registers and day to day movement of files shall be recorded.
2. All the files on closure shall be properly get stitched and send to record room duly keeping proper acknowledgement receipt in the file register.
3. All the dealing Assistant shall maintain day book and submit weekly and monthly arrears statement in the prescribed form.

The dealing assistant should ensure that work allocated to them is discharged efficiency, promptness and judicious disposal of the cases allotted to them.

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Director (AH&Vs) *31/x*

OFFICE ORDER BOOK

Copy to :-

1. The Account Officer, DAH&VS for information.
2. PS to DAH&VS for information of Director.
3. Person Concerned.
4. The Record Keeper.

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Director (AH&Vs) *31/x*