

**ANDAMAN AND NICOBAR ADMINISTRATION
(DEPARTMENT OF ENVIRONMENT & FORESTS)**

NOTIFICATION

Port Blair, dated the December, 2020

No.F.No.14(E)/15

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India read with the Govt. of India, Ministry of Home Affairs, New Delhi Notification No. U-14039/2/83-ANL dated 21st February, 1985 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby proposes to make the following Rules to regulating the method of recruitment to Group-B (Non Gazetted post of **Office Superintendent** borne in the department of Environment & Forests, Andaman & Nicobar Islands Administration.

The objection and suggestions are invited upon the proposed Rules from the persons to be effected thereby. The objections and suggestions (if any) should reach the undersigned within a period of one month from the date of publication of this Notification.

1. SHORT TITLE AND COMMENCEMENT:-

- (i). These Rules may be called the Andaman and Nicobar Administration (Group 'B' Non-Gazetted/Ministerial) posts in the Department of Environment and Forests) Recruitment Rules, 2020.
- (ii). They shall come into force on the date of their publication in the official Gazette

2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:

The number of said posts, the clarification and scale of pay attached thereto shall be as specified in Serial Number 2 to 4 of the schedule I annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS ETC:-

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 6 to 13 of the schedule aforesaid.

4. Disqualification:

No person-

- (i) Who has entered into or contracted a marriage with a person having a spouse living; or
- (ii) Who having a spouse living, has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of these rules.

5. POWER TO RELAX:

Where the Hon'ble Lt.Governor (Administrator), Andaman & Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. SAVING:

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedule Castes, Schedule Tribes and other specific categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Admiral D.K.Joshi
PVSM, AVSM, YSM, NM, VSM (Retd.)
Lieutenant Governor,
Andaman & Nicobar Islands

By the order and in the name of the Lieutenant Governor

Commissioner-Cum-Secretary
(Environment & Forests)
Andaman & Nicobar Administration

SCHEDULE- I

01	Name of the post	Office Superintendent
02	Number of post	22 (Twenty two) * * Subject to variation dependent on workload
03	Classification	General Central Services Group 'B' Non- Gazetted, Ministerial
04	Pay Band and Grade Pay/ Pay Scale	PB-2: Rs.9300-34800+Grade Pay Rs.4200 (Pre-revised)/ Level-6 of Pay Matrix (Rs.35400-112400)
05.	Whether selection or non selection post?	Non- selection
06.	Age limit for Direct Recruits	Not applicable
07.	Educational and other qualifications required for direct recruits	Not applicable
08.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes ?	Not applicable
09.	Period of probation, if any	No
10.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption & % of the vacancies to be filled by various method ?	100 % by promotion
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/ deputation/ absorption to be made	By Promotion: From Head Clerk of the Department of Environment & Forests in the Level-6: (Rs.35400-112400) in the Pay Matrix with 3 (three) years regular service in the grade and havng completed 01/02 weeks training in any of the areas of Office Management/ RTI/ Pay Fixation/Purchase Management organized by ISTM.
12.	If the DPC exists, what is its composition ?	Grade 'B" (NG) DPC for considering promotion: PCCF(CRZ&FC) - Chairman, CF(HQ) - Member, Executive Engineer(APWD) -Member
13.	Circumstances under which UPSC is to be consulted in making recruitment.	Not applicable

Duties and Responsibility of the post is annexed to the schedule.

**Lieutenant Governor,
Andaman & Nicobar Islands.**

By order and in the name of the Lieutenant Governor,

Commissioner-cum-Secretary
(Environment & Forests),
Andaman & Nicobar Administration.

ANNEXURE TO THE SCHEDULE-I

JOB DESCRIPTION

01.	They are in charge of a Section.
02.	Shall maintain discipline and punctuality in attendance of the staff in the section/office.
03.	Shall maintain an up-to date distribution list of works among the Dealing Clerks in the Section/Office and for distribution of work among the Clerks, he/she will assess the ability of each Clerk to handle different kinds of jobs.
04.	Shall make arrangements for the disposal of work entrusted to a Dealing Clerk during his absence.
05.	Shall mark the dak received in the names of Dealing clerks in the Section/Office and give directions to the Dealing Clerks for disposal.
06.	Shall deal with important or complex "Receipts" of cases himself/herself and shall deal with such cases himself/herself as may be required by Higher Officers.
07.	Shall scrutinize the notes and drafts of Dealing Clerks for corrections and accuracy and add their own remarks or suggestions where necessary before submitting the cases to the Higher Officers.
08.	Shall give priority marking on dak, draft letters, etc. and revise such markings as and when necessary and shall mark a draft for "issue" after it has been approved and give priority marking on it.
09.	Shall see that all routine duties including maintenance of registers, etc. are carried out promptly and thoroughly.
10.	Shall ensure the proper maintenance of Guard File, File Index, File Movement Register, Receipt Register, Issue Register and Checklist of returns (both inward and outward).
11.	Shall ensure that reports and returns are submitted on due dates as may be entrusted to him/her by the Administrative Officer or any Higher Officers.