

**CITIZEN CHARTER-2013**  
**DEVELOPMENT SECTION-III**  
**A&N ADMINISTRATION**  
**SECRETARIAT**

Development Section-III of this A&N Administration is not comes under any public dealing. This Section is dealing/scrutinizing all matter related to School Education and also deal the service matter as well as other correspondence/clarification which required the Administrative approval.

Besides this the Branch is also dealing with all matters/proposal received from NCC Unit of naval and Army Unit of A&N Islands.

S. No	Particulars	Disposal/target date
01	<b>Recruitment Rules:</b> Amendment and framing of RR of the staffs of the Education deptt/NCC Unit.	
02	<b>Court cases:</b> 1) CAT 2) High Court 3) Supreme Court 4) Civil cases of the Edu deptt.	
03	<b>Administrative matters:</b> 1) Filling up the post of group 'A' post of Education deptt. 2) Filling up the post of group 'B' & 'C' post of Education deptt /NCC Unit. 3) Confirmation of staff in group A & B post of Education deptt. 4) Renewal of various temporary posts of Education deptt/NCC Unit. 5) Creation of various posts of Edu deptt/NCC Unit. 6) Conversion of various posts of the Edu deptt. 7) Matter related to issue NOC for passport. 8) Public Grievances/demand references of Ministries/LG/MP/Association/PGC Cell/VVIP. 9) Audit Query 10) Matter related to IDA. 11) Correspondence related to Free Sea passage Outside Summer vacation and LTC of the Officers/officials of Edu Deptt. 12) Various departmental advance of Education/NCC/Army. 13) Expenditure sanction of Departmental advance of Sports and other activities, Estimates/write of sanction of Edu deptt. 14) Grant in Aid. 15) Matter related to various schemes like Mid Day Meal, 16) Sarva Shiksha Abhiyan, RMSA 17) Correspondence regarding engagement of DRM/Part Time/Contract teacher of Edu Deptt. 18) Corr. relating to Linguistic Minority. 19) Matters related to Hindi Report of the Section. 20) Correspondence of Vigilance Clearance. 21) Pay anomaly of staffs of Education 22) Parliament Question 23) Voluntary Retirement 24) RTI Matter 25) Acceptance of resignation of staff/teacher. 26) Deputation of teacher. 27) Regularization of adhoc appointment of teacher. 28) Matter related to camp of Naval and Army 29) Duty-cum-tour of the employees as well as students of Education & NCC/Army.	Process from UPSC  Within 03 days - Within 07 days Within 03 days Within 01 month Within 01 week Within 03 days  Within 07 days Within 03 days Within 03 days Within a week Within a week Within a week Within 03 days Within 02 weeks Same day Within 03 days Within 03 days Within 03 days Within 07 days Within 01 month Within 03 days Within 03 days

AS (Edn)  
30/1/13  
30/1/13