

Citizen Charter-2014

Andaman & Nicobar Administration

Home & Passport Section, Secretariat

1. The Particulars of its organization, functions and duties.

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 issue of Passport. It maintained liaison with Defence service for Military and Civil Co-operation correspondence with MHA & MEA.

2. The Powers and duties of its Officer and employees.

1. Transfer and posting related correspondence of Dy.SP's , SPs, DIGP's.
2. Correspondence relating to adhoc promotion of Dy.SP's.
3. Recruitment Rule of Police.
4. Standing Orders.
5. Security to VVIPs.
6. Police Reforms
7. Administrative Reforms
8. Prevention of un-lawful activities.
9. Establishment matter of Police Department.
10. Property returns of IPS Officers.
11. Setting up of missile test range
12. Narcotic control
13. Anti human Trafficking
14. Cyber Crime
15. Law & Order
16. Exploration and Exploitation of
17. Shale Oil and Gas
18. Counter Terrorism
19. Union War Book & ARN War Book
20. Civil Aviation Security.
21. Coastal Security (strengthening of maritime and Automatic Identification System etc)
22. Police Modernization/Police Marine Service
23. Crime & Criminal Trafficking Network System
24. Crises Management Plan
25. Internal Security
26. Private Security
27. Write off sanction
28. Matter relating to Hon'ble MP.

29. Renewal of temporary posts and correspondence for conversion from temporary posts to Permanent one.
30. Grievances and public Complaint against Police personals & other matters.
31. All the establishment matter related to IRBn, Home Guards.
32. Recruitment rule of IRBn personals, Asstt. Commandant & Commandant etc.
33. Issue of Standing Order for appointment of IRBn personal
34. Civil Defence.
35. Correspondence related to civilian awards.
36. Communal Harmony.
37. Court case of Home Guards and IRBn, PCA.
38. Official language
39. All Court cases of Police Department.
40. Confer of Magisterial power to Division and sub Divisional Officers.
41. Police manual & other act of Police department.
42. Enemy property
43. Un-authorized construction of religious structure
44. Victim Assistant Scheme, 2012
45. Explosive
46. Arms & Ammunition & Issue of Arm License on All India basis
47. Departmental proceedings - Appeal to Appellate Authority.
48. Correspondence related to Police medal for distinguish & meritorious service on the eve of 26 January & 15 August every year
49. Parliament Question
50. Right to Information Act, 2005
51. Monthly returns
52. Vigilance clearance
53. Submission of various report to Hon'ble Lt. Governor.
54. Influxion of population
55. Chief Minister's Conference
56. Newspaper Paper clipping.
57. Matters related to foreign nationals - Poachers apprehension, rescue & their repatriation.
58. Granting permission for entering & releasing foreign vessels.
59. Issue of Restricted Area Permit, Visa, Citizenship, registration,
70. Extension of Restricted Area Permit.
71. Correspondence related to foreign nationals.
72. HLG's Help Desk Grievances
73. All periodical reports monthly/ quarterly of the respective subjects
74. Receiving Passport application & collection of revenue/Passport fee.
75. All miscellaneous matter related to passport services.
76. preparation of Indian Passport to visit Bangladesh

77. Uploading the received Passport details in the NIC website for the access of general public.
78. RTI related to Passport.
79. Receipt and issue of Machine Readable Passport.
80. Issue of diplomatic and official passport.
81. Police clearance, up postal of original certificates
82. Confirmation of Passport particulars.
83. Scrutinizing and forwarding of approved passport applications to the MEA for printing MRP through CIPPS
84. Maintenance of receipt & accounting revenue collection of passport fees and passport application fees etc.
85. Preparation & correspondence related to police verification of each application.
86. Imposition of penalties on defaulters
87. Preparation of documentation for approval and granting individual passport.
88. Uploading Image and signature of applicants on online/MEA website to support the printing of MRP.



Assistant Secretary (Home & Passport)

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