

No.3-60/2007/H&E

ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT

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Port Blair dated the 3rd<sup>rd</sup> December, 2010

To

All Heads of Departments/Offices  
A&N Administration  
Port Blair

**Sub : Status of Buildings Lying Vacant – reg.**

Sir,

Reference item No.9 under the caption 'Miscellaneous' on page 13 of the Minutes of the Meeting held in Raj Niwas with the Secretaries and Heads of Departments on 23.10.2010, some of the departments had furnished the information in response to this Administration's letter even number dated 28<sup>th</sup> October, 2010.

2. After reviewing the information so received from the departments, the Chief Secretary observed that the same was insufficient to take decision for allotment of buildings lying vacant to other departments wherever the building in question was not required by the parent department. Accordingly a revised format for information on the subject has been devised.

3. You are therefore requested to kindly send the requisite information on the above subject as per the revised proforma (given over leaf) latest by 7<sup>th</sup> December, 2010.

This may kindly be treated as **MOST IMMEDIATE.**

Yours faithfully,

*[Signature]* 3/12/10  
Assistant Secretary (GA)

**Copy to :** The concerned Principal Secretaries/Commissioner-cum-Secretaries/Special Secretaries with the request to kindly get the information expedited from their respective departmental Heads by the stipulated date.

*[Signature]* 3/12/10  
Assistant Secretary (GA)