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पुलिस महानिदेशक का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF POLICE
अण्डमान तथा निकोबार द्वीपसमूह
Andaman & Nicobar Islands

पोर्ट ब्लेयर Port Blair, दिनांक Dated 04th February, 2013

ORDER NO. ३१

Duties and responsibilities of ATR Cell

The ATR Cell has already formed at Police Headquarter vide Order Book No.777 dated 02/02/2013. The duties and responsibilities of the ATR Cell is as under:-

1. The Cell shall collect the daily report from Inspector Jirkatang as well as from Inspector supervising pickets and put up the same to the Nodal officer on daily basis.
2. The Cell shall maintain the Master File in respect of correspondences made in pursuance of the interim order passed by the Hon'ble Supreme Court.
3. The Cell shall collect all relevant information/clippings pertaining to ATR from newspapers and put up to the Nodal officer for his information and action if required.
4. The Cell shall ensure timely dispatch of letters/files to the concerned official/offices. The Cell shall follow up the letters under correspondence with other agencies.
5. The Cell shall be in touch with Police Control Room and collect & communicate all important matters related with ATR to concerned officials even after office hours if so requires.
6. The Cell shall collect the copies of General Diary entries from JPP Jirkatang and Middle Strait and also CCTV footage backup from the JPP Jirkatang on daily basis. These should be scrutinized and shall be put up to the Nodal officer on actionable points.
7. The Cell shall open a separate register for diary/dispatch of papers/files received/dispatch to other units/offices.
8. Records of minutes of various meetings held by DGP/IGP or Nodal Officer, Inspection/Visit notes of officer about ATR and record of meetings held by District office/PHQ are to be maintained in the Cell and action taken report is to be collected and put up to the Nodal Officer.
9. Cell should collect a copy of all the orders/instructions/guidelines etc issued by the PHQ, Nodal Officer, District SP Office, Tribal Welfare Department, Director of Transport and Dy. Commissioner, South Andaman in pursuance of the order issued by the Hon'ble Supreme Court.