

To

All Secretaries/ Head of Departments
A & N Administration
Port Blair,

Sub:- Preparation of Annual Action Plan 2011-12 – regarding.

Sir/Madam,

In continuation of this Administration's letter of even number dated 4th March, 2011 on the above noted subject and to request to kindly furnish the requisite information in the enclosed format given (Over leaf) to this Administration by **31st March, 2011 at 5 Pm positively both in hard and soft copy** as desired by Chief Secretary.

This may please be treated as ' **MOST URGENT** '.

Encl: A/A

Yours faithfully,

Cheruvu 09/03/2011
Assistant Secretary (GA)

Copy to:-

1. PS to CS for kind information with reference to the decision taken in the weekly coordination meeting held on 1-3-2011.
2. PA to Secretary (GA/Perl) for information.

Cheruvu 09/03/2011
Assistant Secretary (GA)

PTO