

To

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

Sub : Preparation of Annual Action Plan 2011-12.

Sir/Madam,

I am directed to state that as per directions of the Home Secretary, Government of India, each Union Territory has to prepare Annual Action Plan each year and submit the same to the Ministry latest by 5th April every year .

You are, therefore, requested to prepare Annual Action Plan 2011-12 in respect of your department and submit the same through the concerned administrative Secretary latest by 31st March, 2011 for onward submission of the same to the Ministry of Home Affairs by the stipulated date.

This may be treated as 'MOST URGENT'

Yours faithfully,



(Asiya Bibi)

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 (Persl.) for information



Assistant Secretary (GA)