



Port Blair, dated the 10th September, 2018.

OFFICE ORDER NO. 1416

In supersession of this Directorate's Office Order No.544 dated 11th April, 2018, the Director of Animal Husbandry & Veterinary Services, Haddo, Port Blair has been pleased to designate Office Superintendent, Establishment Section as **Records Officer** in respect of Directorate of AH&VS to discharge the functions as envisages under sub-section 1(a) to (l) of section 6 of the "Public Records Act, 1993" in addition to his/her own duties without any extra remuneration with the immediate effect.

The Records Officer shall discharge the functions and responsibilities under the Act as contained/prescribed in the Administration's letter No.1-7/2014-Archives dated 11/11/2014.

**Director (AH&VS)/Appellate Authority
(F.NO. 6-105/DAH&VS/General/2014)**

OFFICE ORDER BOOK

Copy to:-

1. PS to Secretary (AH&VS), A&N Admn. for kind information of Secretary (AH&VS).
2. The Joint Director (AH/LP), Dte. of AH&VS, Haddo for information.
3. The Senior Veterinary Officer(P&E)/Public Information Officer, Dte. of AH&VS, Haddo for information.
4. All Senior Veterinary Officers/APIOs under the dept. of AH&VS for information.
5. The Deputy Secretary(Archives), A & N Admn., Port Blair for information.
6. The Assistant Director(Admn)/APIO, Dte. of AH&VS, Haddo for information.
7. The Nodal Officer(IT), Dte. of AH&VS, Haddo with the request to upload the same in the official website of the department.
8. Office Superintendent, Establishment Section, Dte. of AH&VS, Haddo alongwith a copy of Admn.'s letter cited above for information and necessary action.
9. All Section In-charge, Dte. of AH&VS, Haddo for information and necessary action.
10. The Confidential/RTI Cell, Dte. of AH&VS, Haddo for information and necessary action.
11. PA to Director of AH&VS, Haddo for information of the Director(AH&VS).
12. Record Keeper, Dte. of AH& VS, Haddo for necessary action.
13. Notice Board of this Directorate.

Director (AH&VS)/Appellate Authority