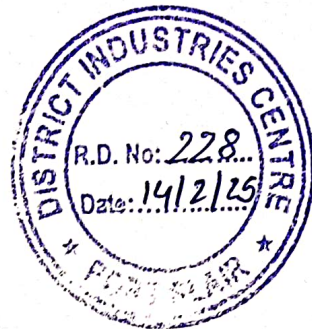


अंडमान और निकोबार प्रशासन
ANDAMAN & NICOBAR ADMINISTRATION
 उद्योग निदेशालय
DIRECTORATE OF INDUSTRIES
SRI VIJAYA PURAM



Date: February, 2025

ORDER

Subject: Order for Nodal Officer for Website/Social Media Promotion including Newsletter/Coffee Table Book etc.

The beta version of the Departmental Website has been launched by SOVTECH, IT Department, A&N Administration and is available in the link <https://industries.andaman.gov.in>.

In this regard Smti. Meera Singh, Technical Assistant, A&NI KVIB is hereby assigned as **Nodal Officer** for the Upkeep and Updation of the Department website as well as updating the Social Media handles of this Department.

Further, the following Nodal Officers are nominated for handing over the updated data/information on regular basis to the Nodal Officer. The details are as under:

Sl.No.	Particulars	Nodal Officer	Target Date
1.	All the daks and orders except related to vigilance and accounts shall be uploaded in the website. They shall not be accessible to the public but only to the Officials of the Department.	Shri.Ananta Mistry, OS, Establishment Section and OS, Smti.Zainaba Bibi, Incharge Accounts Section.	18 th February 25
2.	All the Policies, rules, Acts and write-up in the prescribed format and pictures, videos etc shall be uploaded in the website under respective sections.	Concerned Scheme Implementing Officers of Industries (IPO's) including Outstations, EI, DIC and Technical Assistant of KVIB with respect to their concerned schemes.	18 th February 25 and as and when Notified and conducted.
3.	Under mandatory disclosure, 4(1)(b) of the RTI Act. following information shall be uploaded: i. Name, Designation and landline no. of the Officials /Staff. Work Allocation ii. Prevention of Sexual Harassment Committee iii. Declared Holidays	Shri.Ananta Mistry, OS, Establishment Section	18 th February 2025

	circular under section iv. Citizen Charter v. Voluntary disclosure as mandated under RTI Act. vi. Signage/display of Citizen Charter, details of PIO, Appellate Authorities, etc. as mandated under RTI Act.		
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The concerned Incharges as nominated above shall submit the updated information to the Nodal Officer.

The Nodal Officer shall Coordinate and follow up with the concerned Incharges for the relevant material and upload in the Departmental website by ensuring that it as per prescribed standards, properly renamed and free from viruses/bots etc.

Further the Nodal Officer will be responsible for compiling the data received for preparation of News letter, Coffee Table books and Annual Reports etc. and its printing after due process.

Shri. A. Nicky A josetin, EI , DIC will be the Link Officer in the absence Smti.Meera Singh, as Nodal Officer.

This is issued with the approval of Competent Authority

Deputy Director (Dev-II)

OFFICE ORDER BOOK

Copy to:-

1. The Sr. Accounts Officer, Directorate of Industries, A&N Administration, Sri Vijaya Puram
2. The Deputy Director (HQ), Directorate of Industries, A&N Administration, Sri Vijaya Puram for kind information.
3. The Deputy Director-I Directorate of Industries, A&N Administration, Sri Vijaya Puram for information.
4. The Assistant Director (Admn), Directorate of Industries, A&N Administration, Sri Vijaya Puram
5. All Assistant Director (Tech), Directorate of Industries, A&N Administration, Sri Vijaya Puram for information.
6. Smti. Meera Singh, Technical Assistant, A&NI KVIB for information & necessary action.

7. All IPOS including Outstaions, DIC-Economic Investigators and Section Incharges of Directorate of Industries, DIC and KVIB for information & necessary action.

Digitally signed by
S. Sunitha Kumari
Date: 13-02-2025
13:49:23
Deputy Director(DD-II)

25/2/25
S. Sunitha Kumari