

OFFICE OF THE TRIBAL WELFARE OFFICER
ANDAMAN ADIM JANJATI VIKAS SAMITI
KADAMTALA, MIDDLE ANDAMAN

F.No.6-A/AAJVS/KT/2012/01

Dated the 6th January, 2015

MEMORANDUM

It is noticed that some employee of AAJVS posted in between Jirkatang and Middle Strait area usually entering from Jirkatang by 0900 hrs convoy and return back to home by 0930 hrs or 1230 hrs convoy form Middle Strait without complete 8 hours duty and also avail leave or day off without intimation to the undersigned. They have been warned verbally and by issuing orders several times but they failed to change their habit. Due to their attitudes it is very difficult to manage field.

Therefore, all employees posted in between Jirkatang to Middle Strait area are directed to perform duty for 8 hours daily and they should intimate in advance to the undersigned or to the Executive Secretary, AAJVS before avail any leave or weekly off.

Shri. M. Murgan, Janjati Sevak, AAJVS should perform his duty in all working days.

Tribal Welfare Officer
AAJVS, Kadamtala

Copy to:

1. The Director (TW) for kind information please
2. The Executive Secretary, AAJVS, for kind information please
3. All employees posted in between Jirkatang and Middle Strait

Tribal Welfare Officer
AAJVS, Kadamtala