

F. No. 11-6/AAVS/2007-2008  
**OFFICE OF THE EXECUTIVE SECRETARY**  
**ANDAMAN ADIM JANJATI VIKAS SAMITI**  
**SECRETARIAT, PORT BLAIR**

Dated, the July, 2009

**C I R C U L A R**

*It* *been*  
~~This office~~ has observed that the credit bills received from the different settlements are not properly certified by the respective In-charges.

Payments of bills are made by this office only on the *basis* ~~strength~~ of proper verification. ~~It is therefore directed that~~ the concerned settlements in-charges of AAJVS should properly certify the bills except energy and telephone bills as given below :- *ensure to*

**"Certified that the items mentioned in the bill has been received in full and in good condition. Certified that the items has been provided to the tribes (name) and proper stock entry made at page No. \_\_\_ of the stock register."**

*pertinent to mention here*  
It is ~~also noticed~~ that energy / telephone bills are not sent to this office for payment on time, resulting in payment of heavy surcharges. Therefore the concerned officials are directed to submit the energy and telephone bills *in time* to avoid delay in payment. *well before*

**Executive Secretary**  
**AAJVS**

**To**

1. The Tribal Welfare Officer, AAJVS, Kadamtala
2. The Research Investigator, AAJVS, Dugong Creek.
3. The Social Worker, AAJVS, SHC, Campbell Bay.
4. The Social Worker (HQ), AAJVS, Port Blair.
5. The Social Worker, AAJVS, Middle Strait.
5. The Plantation In-charge, Great Andamanese Settlement, Strait Island
6. The Plantation In-charge, AAJVS, Tushnabad & Tirur sector.