

F. No. 11-6/AAVS/2007-2008 /180  
**OFFICE OF THE EXECUTIVE SECRETARY**  
**ANDAMAN ADIM JANJATI VIKAS SAMITI**  
**SECRETARIAT, PORT BLAIR**

Dated, the 08<sup>th</sup> July, 2009

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

It has been 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 of proper verification. Therefore the concerned settlements in-charges of AAJVS should ensure to properly certify the bills except energy and telephone bills as given below :-

**"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."**

It is pertinent to mention here 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 well before time to avoid delay in payment.

  
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.
6. The Plantation In-charge, Great Andamanese Settlement, Strait Island
7. The Plantation In-charge, AAJVS, Tushnabad & Tirur sector.

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