

But it is to mention here that the Social Worker has to come to Port Blair for collecting his salary and ration for the next month. He is always present at Port Blair on the last working day of every month. So he can directly submit the muster roll on the last working day to the Accountant instead in the dak so that it is processed on the same day itself, as during the last month the Social Worker had submitted the muster roll on 1.10.2002 but it reached the Accountant on 7.10.2002, which was processed on the same day itself.

Payment of advance money and adjustment of the account will pile up the advance account due to non-submission of paid vouchers in time. *Instead of making advance, we can pay full by 10th of every month.*

The Director (TW), is requested to consider the above views for a smooth and effective finish to the entire issue.

Executive Secretary

- all slabs*
- we have posted Dr. P.K. Siva AAVS R.I. to S/Secy & order issued 7/3 days back. He may be asked to attend all works as asked for by S/Secy.
 - 'A' may pl be approved as proposed.
- [Signature]*

[Signature]

Refer to 'A' on para 109/12 above. Should follow set procedure. The Dak