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- d) They should note down full details of the vehicles including registration number, model and type of vehicle, time of incident, place of incident and obtain the licence and permit number, name of driver, address etc from the nearest Police out post. *if possible & intimate the details on the same day to this office.*
- e) A detailed report on such incidents should be submitted by the Social Worker, Tirur and ~~other two staff~~ every week to the under signed immediately for taking further necessary action.

Executive Secretary
AAJVS

Copy to:-

1. The P.A. Director (TW) for kind information please;
2. Dr. Bisweswar Das, Social Worker, AAJVS for information and necessary action
3. Shri. Prosenjit Mondal, Pharmacist, AAJVS for information and necessary action
4. Shri. P. Anil Kumar, Peon-cum-Messenger, for information and necessary action
5. The Store Keeper, AAJVS, Port Blair, for information and with the direction to hand over the three digital cameras with memory to Dr. Bisweswar Das, Social Worker, Shri. Prosenjit Mondal, Pharmacist and Shri. P. Anil Kumar, Peon-cum-Messenger with proper stock.

Executive Secretary
AAJVS

1) PS to Commr. Sec. & TW for
in further of Sec.!