

Draft letters to the team members - those are not submitting their weekly progress report for the respective study. are place opp. for approval R, 2erox copy of the statements are also to enclosed with the letter, if approved Submitted for approval R.

Cal.
11/10/02

Dis (tw)

Agree
Hopu

(223)
File going to
Mr. 17-10-02

223/Dis (tw)
11/10/02

Pl Dis

SW (H.O.)

Discussed.

A draft proforma type letter is place opp. for approval, Statement of reports. for I II & III phase study may be enclosed with the letter during despatching to concern officials. if approve Submitted R.

Cal.
24/10/02

Dis (tw)

Agree
24/10/02

(224)

For Dis
6
Stew

As modified. Send the letter by using "Mail Merge" from computer.

(225)
3038/Dis (tw)
26/10/02

SW (H.O.)

Agree

28/10/02

(228)

Dis
Agree