

IMMEDIATE

OFFICE OF THE EXECUTIVE SECRETARY
ANDAMAN ADIM JANJATI VIKAS SAMITI
SECRETARIAT COMPLEX, PORT BLAIR

e-mail: esaaivs@hotmail.com

F. No: 5-5/AAJVS/TW-98/232

Dated the

25/8/2007

To,

The Executive Engineer
PBSD
Port Blair.

Sub: Extension of Office building-reg.

Sir,

I am to say that the AAJVS Office is a very small building consisting of two rooms which is insufficient to undertake the day-to-day Office affairs smoothly. There is an Officer and 4 dealing assistants and other supporting staff in this Office, which makes it further difficult to accommodate all the Office furniture, computers and accessories. Further, toilet and drinking water facilities are also not available for the AAJVS employees.

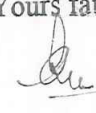
The above matter was discussed with the Junior Engineer attached to Secretariat complex. As per his opinion, the Office building can be extended further towards the back side with the land available inside the fenced complex for the following works:-

- a) C/o Staff Toilet Male / female
- b) C/o Toilet for Executive Secretary, AAJVS
- c) Extension of Office room

It is therefore requested to kindly depute your Engineer to undertake a feasibility study for preparation of necessary estimates.

Sufficient funds are available to meet the above expenditure. Kindly treat the matter as most urgent.

Yours faithfully


25/8/2007
Executive Secretary,
AAJVS

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