

180

OFFICE OF THE EXECUTIVE SECRETARY
ANDAMAN ADIM JANJATI VIKAS SAMITI
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F. No: 5-5/AAJVS/TW-98

Dated the

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} ~~clerks~~ and other supporting staff in this Office, which makes it further difficult to accommodate all ~~and~~ 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.*

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, ~~please.~~

Yours faithfully

Executive Secretary,
AAJVS

Copy to:-

3. The Secretary to L.G.
4. The Deputy Director (TH)

Executive Secretary
AAJVS

for the following works:-
① C/o Staff Toilets (Male / Female).
② C/o Toilet for BS, AAJVS.