

Time has come to keep AAJVS in track and move with the modernizing world. Therefore, in the light of the above background note, the following tasks are proposed for immediate action please:

- a) Repair of roof to prevent further damage of the building and records and enable the Office staff to sit in a particular place work, when it rains;
- b) Immediate repairs of the doors and windows of the small insufficient store room;
- c) Modification of existing toilet room and conversion into a big store room;
- d) After completion of point no: c) shifting the store and then with little alteration in the existing store room, opening a library-cum-reference room.

Therefore, it is proposed that we may requested the Executive Engineer, APWD to undertake the work and submit the estimate for necessary payment.

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9/6

[Signature]
4/11/11

Executive Secretary,
AAJVS

as approved draft letter
added for sign

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