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No. DC/PA/BQ/2004/6156
OFFICE OF THE RELIEF COMMISSIONER
ANDAMAN AND NICOBAR ADMINISTRATION

0-0-0

Port Blair, dated the 18th Jan., 2005.

C I R C U L A R

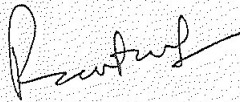
It is imperative that a proper accounting of relief and rehabilitation material is kept. For this, a proper stock/store register needs to be maintained and a regular Govt. servant shall be in-charge of accounting and maintenance of stores/stock at each level where stocks/stores change hands/consumed.

Such officer-in-charge at each level shall maintain a stock register as per the enclosed proforma for each and every item.

Name of level – relief camp, store office & godown shall be mentioned in the top of the register. The first page of register shall clearly mention the item and page number and register allocated to each item.

The instructions are to be complied strictly.

Kindly acknowledge receipt.

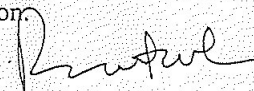

Relief Commissioner
(Secretary (Rev))

To

- 1) All the relief Officers, South Andaman, Hut Bay, Teressa, Car Nicobar, Katchal, Nancowry, Kamorta and Campbell Bay for information and necessary action.
- 2) The OSD (Relief), Little Andaman, Car Nicobar, Katchal, Tressa, Nancowry, Kamorta and Campbell Bay for information.
- 3) The Assistant Commissioner, South Andaman, Campbell Bay, Nancowry for information.
- 4) All the relief in-charge of South Andaman, Hut Bay, Car Nicobar, Teressa, Katchal, Kamorta, Nancowry and Campbell Bay for information and necessary.

Copy to

- 1) The Joint Secretary, MHA camp at Port Blair for information please.
- 2) The Relief Commissioner, A & N Admn. Port Blair for information.
- 3) The Deputy Commissioner, Andaman/Nicobar District for information.


Relief Commissioner