

**OFFICE OF THE EXECUTIVE SECRETARY  
ANDAMAN ADIM JANJATI VIKAS SAMITI**

Port Blair

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Dated the 11/5/2012

**ORDER NO:** 91

In supersession of this Office Order No: 138 dated 24/07/2007, the work allocation among the employees of AAJVS Office, Port Blair is reassigned herewith till further orders:-

**1. Shri. A. Gunasekaran Pillai, Tribal Welfare Officer**

- 1) Overall charge of Special ward G.B. Pant Hospital and Adibasera and tribal residing there. Daily visit to G.B. Pant Hospital, Port Blair. Regularly meeting the Medical Officer (s) concerned
- 2) Attending all issues relating to hospitalization of Primitive tribal patients at G.B. Pant Hospital, Port Blair and mainland.
- 3) Supply of essential stores / foods to the primitive tribes during their arrival / halt at Headquarter and deputing Group 'D' staff on round the clock duty and maintenance of proper inventory.
- 4) Attending all issues relating education of tribal at settlements and Port Blair
- 5) All issues relating to supply poultry birds, fishing nets, agriculture tools & kits, maintenance of power supply, water supply, jetty, street lights of all tribal settlements
- 6) Maintenance of notice boards, citizen's charter, redressal of all grievances of the primitive tribes.
- 7) Attending all Court Cases issues
- 8) Scrutiny of all research proposals.
- 9) Any other work as and when required by the higher authorities

**2. Shri K. Mohan, Accountant**

- 1) Responsible for proper accounting, taxation, passing of bills
- 2) Preparation of annual budget
- 3) Conducting audit and preparation of broad sheet reply
- 4) **Scrutinizing all expenditure proposals**
- 5) **Review verification** and checking of different vouchers
- 6) **Checking and scrutiny** of all estimates
- 7) **Half yearly stock** verifications at Headquarter and PTG settlement
- 8) **Pay roll preparation** and disbursement of salary and other allowances
- 9) **Duties of cashier**
- 10) **Adjustment of advances** to departments / staff etc.
- 11) Processing TA, LTC, OTA, children education allowance and muster rolls
- 12) Monitoring the execution of all welfare schemes for the Tribes and reporting for delay / stoppage of execution to the Executive Secretary

- 13) Convening of Executive Council, General Body meetings of the AAJVS.
- 14) RTI matters
- 15) Correspondence with Government departments
- 16) Correspondence with Government of India and Parliament question
- 17) Any other work as and when required by the higher authorities

**3. Shri Abdul Jaleel, Upper Division Clerk**


- 1) All establishment matters
- 2) Maintenance of casual leave register, records, processing & regularization of all kinds of leave
- 3) Dak, dairy and dispatch
- 4) Maintenance of stock / charge registers, assets registers.
- 5) Grant of increment, MACP, promotion etc
- 6) Inviting / finalizing quotations, procurement of stores / stationeries / liveries, disbursement and proper inventory maintenance
- 7) Procurement, accounting of stores / gift articles to tribal other than stationery, spare parts for vehicles, maintenance of dead stock registers etc
- 8) Processing of all kinds of bills including free ration, hire charges, energy / telephone, hospitalization, liveries etc
- 9) Correspondence with PAO, Secretariat with regards to GPF, CGEIS etc., and EPF
- 10) Annual maintenance of computer peripherals, fax and Xerox machine etc.
- 10) Correspondence on construction and maintenance of Govt. building quarters and residential accommodation of the primitive tribal settlement area including Headquarters.
- 11) Compiling and submission of monthly progress report. Maintenance of all records on population, culture, marriage, death, medical treatment etc of Primitive tribes. Documentation all events in the settlement and submission to Executive Secretary
- 11) VIP visit, expedition to Primitive tribal group settlements and accompanying Officers / VIP to Primitive tribal group settlements.
- 12) Any other work as and when required by the higher authorities

  
**Executive Secretary**  
**AAJVS**

F. No. 12-13/AAJVS/2006

**Copy to :**

1. The P.A. to Principal Secretary (TW), for favour of information
2. The P.A. to Director (TW) for favour of information
3. Shri. A. Gunasekaran Pillai, Tribal Welfare Officer, AAJVS
4. Shri K. Mohan, Accountant, AAJVS
5. Shri Abdul Jaleel, Upper Division Clerk, AAJVS
6. File concerned

  
**Executive Secretary**