

SUBJECT NO. 217ADMN. 1577/87-A2

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SUB: ESTABLISHMENT - U.D.A., Wsp., Smt. P. Sharadha,  
Attender - Appointment of Smt. P. Saradha to  
the post of Telephone Operator - Regarding.  
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Smt. P. Saradha is working as Attender from 31.12.82 in Urban Development Authority, Visakhapatnam and she is being utilised as Telephone Operator as and when the regular Telephone Operator goes for leave or else.

So far the services of one Jr. Assistant are being utilised as Telephone Operator and in the recent past the services of said Jr. Assistant are placed at the disposal in allotment wing as such the Telephone Operator post is lying vacant.

Smt. P. Saradha, Attender is having been engaged as Telephone Operator for all these past days and she is having good versatile in operation of PBX and being acquainted with Telephone Operator's Certificate, in PBX & PARX. Smt. P. Saradha, Attender being eligible candidate as per service rules of Visakhapatnam Urban Development Authority available among the attenders, the individual is appointed to the post of Telephone Operator in exigencies.

Therefore the matter is placed before the Board for ratification of action of Vice-Chairman in appointing Smt. P. Saradha, Attender to the post of Telephone Operator.

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