

BRUHAT BENGALURU MAHANAGARA PALIKE

Office of the Chief Engineer (OFC-Cell), 3rdFloor, Annexe II Building, N.R. Square, Bangalore -560002

No: EE/OFC/PR/8516/2022-23

Date: 01-02-2023

Permission for laying of Optical Fiber Cable

To,

M/s. Jio Digital Fibre Private Limited, RMZ ICON, No-51, Palace Road Cross, Vasanth Nagar, Bengaluru-52.

Sir,

<u>Sub</u>:- Permission for laying of O F C by HDD Method-regarding

Ref:-

- 1) MOU of M/s. Jio Digital Fibre Private Limited, Dated: 19-02-2014.
- 2) M/s. Jio Digital Fibre Private Limited online application Dated: 19-10-2022.
- 3) Opinion obtained **Online from Chief Engineer Road Infrastructure** East Division on Dated: 26-12-2022.
- 4) Approved by Chief Engineer (OFC-Cell) on 09-01-2023 (Online).
- 5) Fee Demand Note letter No: 04-2022-8516, Date: 10-01-2023.
- 6) Fee Paid by M/s. Jio Digital Fibre Private Limited vide DD on: 23-01-2023.

*_*_*

With reference to your application for permission, we have pleasure to inform you that permission has been given for laying of OFC cables by HDD method on roads mentioned below subject to the terms and conditions of MOU and the conditions mentioned below:

SI No	Name of the Road and Route	Length in Mtr
01	Permission for laying of OFC by HDD Method from St.John Church Road on Wheeler Road, No of Pits-00, No of Manhole-03 and No of Ducts 3, in Ward No-78, Road Infrastructure -East Division Ref: As per drawing enclosed.	251.18 M
	Total	251.18 Mtr

The work shall be strictly taken up and completed between 01-02-2023 to 02-04-2023 and in line with conditions cited below:

Special Condition:

COVID -19 guide lines to be followed without fail and all requisite permissions from Police department/Labour department/ Health department/ or any other department as applicable shall be obtained and a copy of the same to be retained at every work site without fail.

No: EE/OFC/PR/8516/2022-23, Dt: 01-02-2023

Executive Engineer (OFC), BBMP

Conditions for HDD Method OFC laying

- 1. This Permission is to be read along with the MOU signed with BBMP and as per the Conditions in the letter cited under ref (1)
- 2. The concerned ward engineer/Jurisdictional Engineer shall supervise the work and ensure that the conditions imposed are complied with.
- 3. Before commencement of the work, the Agency must give prior written intimation to the Jurisdictional Engineers; Zonal or Road Infrastructure Engineers of BBMP as the case may be and also keep the BBMP Engineers informed of the schedule of Execution of work.
- 4. Laying of OFC in Newly asphalted Roads is strictly prohibited for a period of Three year as per the Commissioner Circular No: PSR(G)5879, Date:29-11-2019.
- 5. Permission is valid only for the above sanctioned period. In case of expiry of the sanctioned period fresh requisition shall be submitted for Time Extension. which will be considered based on the reasons given and which will attract extra fees as applicable. Such requisition for extension of time should be submitted at least 15 days before the expiry of sanctioned period.
- 6. All HDD Pits will be restored by BBMP as per Hon'ble Commissioner BBMP order no. PSR(G)/5870/2019-20, Dated : 19/11/2019. However the agency must restore the pits on the same day itself so as to make the road motorable for moving traffic. Any delay in this regard is liable for penalty as per order of Hon'ble Commissioner, BBMP.
- 7. Excavation must be as per the instructions of the concerned BBMP Zonal/Road Infrastructure Engineers.
- 8. Any over burden debris/earth should be removed immediately and conveyed to the designated dumping yards failing which, a penalty of Rs: 10,000/- per day will be levied by the concerned ward engineer.
- 9. Strictly follow the procedure laid down in road opening and restoration protocol. Barricading sign boards and other precautionary signage, name and telephone numbers of the executing Agency, opening and closing dates should be displayed, also warning lights should be displayed for the road users and for easy flow of traffic during execution of work, failing which it would attract heavy penalty and cancellation of permission, etc and also entail blacklisting of the executing Agency.
- 10. During execution of work, care must be taken not to cause any damages to BBMP property like drains, Name boards, etc. In case of such damage, commensurate penalty to be paid.
- 11. Absolutely no deviations from the permitted route is allowed. If deviation is found, not only penalty would be levied, the cable on the deviation portion would be confiscated/destroyed.

- 12. During execution, any damage caused to the limb or life of public, damage caused to any Government / BESCOM / BSNL / BWSSB / KPTCL / Gail India Limited etc, property, the responsibility lies solely with the executing Agency and any claims/compensation should be borne by the executing Agency alone.
- 13. If any HTUG/GAS PIPELINE by HDD/OPEN TRENCH Method work is executed on newly asphalted roads, the cost of the resurfacing of the entire length and width of the road will be recovered from the executing agency.
- 14. During Rainy season, extra care should be taken to ensure that the pits are properly barricaded keeping in mind the safety of pedestrian and vehicular traffic.
- 15. The Agency should not cause any inconvenience to public while executing the work.
- 16. The OFC Cable shall be laid along the berm or shoulder where ever possible in consultation with the jurisdictional Engineer.
- 17. If preinstalled OFC Utility ducts are available in any stretch, OFC shall be installed in only those ducts and related additional permission fee shall be paid to BBMP.
- 18. This permission is valid only after this permission is submitted to the jurisdictional engineers by the agencies before commencing of work, and their consent is obtained. This permission is null and void if the works are not carried out without notifying the concerned Jurisdictional Engineers and the work is carried out in the absence of concerned Jurisdictional Engineers.
- 19. The Service Providers should furnish the as-built drawings of the utility within one month of completion of the work, which should satisfy all the following requirements (As per the IT-Cell and CAG's thematic audit).
 - 1. The depth information of the OFC line.
 - 2. The Live API's of live location where it should show the exact length of OFC placed in the ground with cross section XY depicting the length and depth.
 - 3. The exact geolocation of the site.
 - 4. According to Karnataka telecommunication infrastructure and underground optical fibre Bye-laws 2021, clause 10.0 state as follow: The permission holder shall ensure provision of positional intelligence, through appropriate technology, of all underground cable infrastructures to enable the appropriate authority to obtain real time information on its location.
- 20. Documents regarding GST payment should be furnished within two months of the permission.
- 21. After completion of the work, as per conditions given by BBMP, the Agency must get a Satisfactory Work completion Certificate from the jurisdictional BBMP Engineers within a period of 30days.

22. After compliance of all the above conditions security deposit will be released.

Executive Engineer (OFC), BBMP

Copy to:-

- 1. Copy to the Special Commissioner (Project) for kind information.
- 2. Copy to the Chief Engineer (Road Infrastructure) for information.
- 3. Copy to the Concerned Executive Engineer of (Road Infrastructure –East Division) for information.
- 4. Copy to the Concerned Assistant Executive Engineer of (Road Infrastructure –East Sub Division) for information.
- 5. Copy to Additional Commissioner of Police Traffic Cell, Office of the Commissioner of Police, Infantry Road Bangalore-560001.
- 6. Office Copy

Executive Engineer (OFC), BBMP



Bruhat Bengaluru Mahanagara Palike

Office of Executive Engineer OFC Cable and Rain Water Harvesting Cell Central Zone **Bank Remittance Statement**

Number : RM-ifms665 / 000088

Date

: 27-Jan-2023

Type

: RE-ifms665-Ofc

Manager Canara Bank, Bangalore City Corpn. E.C. (Cor) (CNRB0008401) Bangalore

Sir/Madam,

Find below the list of Receipts to be deposited to our A/c 8401132000010 (OFC) in your branch

SI No	Number	Date	Reference	Receive	dFrom		Amount	Туре	Chq/DD No.	Chq/DD Dt.	Bank
	000512	27-Jan-2023	ÉE/OFC/PR/9457/2022- 23	M/s Jio Limited	Digital	Fibre	506512.00	DD	915390	18-Jan-2023	Axis Bank,Mahadevpura
?	000512	27-Jan-2023	EE/OFC/PR/9457/2022- 23	M/s Jio Limited	Digital	Fibre	30244.00	DD	914432	16-Jan-2023	Axis Bank,Mahadevpura
3	000513	27-Jan-2023	EE/OFC/PR/8585/2022- 23	M/s Jio Limited	Digital	Fibre	548675.00	DD	915391	18-Jan-2023	Axis Bank,Mahadevpura
1	000513	27-Jan-2023	EE/OFC/PR/8585/2022- 23	M/s Jio Limited			32761.00	DD	914434	16-Jan-2023	Axis Bank,Mahadevpura
	000514	27-Jan-2023	EE/OFC/PR/7695/2022- 23	M/s Jio Limited	Digital	Fibre	190649.00	DD	915436	19-Jan-2023	Axis Bank,Mahadevpura
,	000514	27-Jan-2023	EE/OFC/PR/7695/2022- 23	M/s Jio Limited	Digital	Fibre	11384.00	DD	915418	19-Jan-2023	Axis Bank,Mahadevpura
7	000515	27-Jan-2023	EE/OFC/PR/8519/2022- 23	M/s Jio Limited	Digital	Fibre	200463.00	DD	915431	19-Jan-2023	Axis Bank,Mahadevpura
3	000515	27-Jan-2023	EE/OFC/PR/8519/2022- 23	M/s Jio Limited	Digital	Fibre	11970.00	DD	915411	19-Jan-2023	Axis Bank,Mahadevpura
9	000516	27-Jan-2023	EE/OFC/PR/8728/2022- 23	M/s Jio Limited	Digital		101739.00	DD	915430	19-Jan-2023	Axis Bank,Mahadevpura
10	000516	27-Jan-2023	23	Limited			9659.00	DD	915410	19-Jan-2023	Axis Bank,Mahadevpura
11	000517	27-Jan-2023	23	Limited	Digital		104272.00	DD	915429	19-Jan-2023	Axis Bank,Mahadevpura
12	000517	27-Jan-2023	EE/OFC/PR/8731/2022 23	M/s Jio Limited	Digital		6226.00	DD	915409	19-Jan-2023	Axis Bank,Mahadevpura
13	000518	27-Jan-2023	23	Limited	Digital		775222.00	DD	915435	19-Jan-2023	Axis Bank,Mahadevpura
14	000518	27-Jan-2023	23	Limited	Digital		46288.00	DD	915415	19-Jan-2023	Axis Bank,Mahadevpura
15	000519	27-Jan-2023	23	Limited	Digital		763038.00	DD	915389	18-Jan-2023	Axis Bank,Mahadevpura
16	000519	27-Jan-2023	[23	Limited	Digital		45561.00	DD	914433	16-Jan-2023	Axis Bank,Mahadevpura
17	000520	27-Jan-2023	23	Limited	Digital		194174.00	DD	915387	18-Jan-2023	Axis Bank,Mahadevpura Axis
;	200530	27-Jan-2023	23	Limited	Digital		11594.00	DD	914436	16-Jan-2023	Bank,Mahadevpura
19	000521	27-Jan-2023	23	Limited	Digital		496823.00	DD	915434	19-Jan-2023	Bank,Mahadevpura
20	000521	27-Jan-2023	23	Limited	Digital		29665.00	DD	915414	19-Jan-2023	Axis Bank,Mahadevpura
21	000522	27-Jan-2023	23	Limited			154993.00	DD	915427	19-Jan-2023	Axis Bank,Mahadevpura
1.2	000522	27-Jan-2020	23	Limited	Digital		9255.00	DD	915417	19-Jan-2023	Axis Bank,Mahadevpura
23	000523	27-Jan-2020	123	Limited	Digital		312003.00	DD	915426	19-Jan-2023	Axis Bank,Mahadevpura
24	000523	27-Jan-2023	3 EE/OFC/PR/8779/2022 23	- M/s Jio Limited			18630.00	DD	915416	19-Jan-2023	Axis Bank,Mahadevpura
25	000524	27-Jan-202	23	Limited			268936.00	DD	915428	19-Jan-2023	Axis Bank,Mahadevpura
1-6	000594	27-Jan-202	23	Limited			10030.00	DD	915408	19-Jan-2023	Axis Bank,Mahadevpura
<u>.</u> 7	000525	27-Jan-202	23	Limited			133000.00	DD	915433	19-Jan-2023	Axis Bank,Mahadevpura
28	000525	27-Jan-202	3 Earl O FOOTHR 8 45 19 18 12 1	e hate dub Limited	nongigin	n BB	MP_1528.00 h24c1d1	949df2 . Agy N	/lagual Alto 258c4af35	erauon inya 08c49b3f28	3 Bash Maradayora

29	000500	Τ.	EE/OFO/DO/OF 10/00			- Tintte		procis	hevaane	iauit i ahi i yhe-	-UK⊏MØÞMallIID-
29	000526	27-Jan-2023	EE/OFC/PR/8516/2022- 23	M/s Jio Limited	Digital	Fibre	210336 00%	DD	915432	10.	Axis
30	000526	27 Jan 2022	EE/OFC/PR/8516/2022-	M/c lie			1		910432	19-Jan-2023	Bank, Mahadevpura
-	000020	27-Jan-2023	23	Limited	Digital	⊦ıbre	12559.00	DD	915412	19- Jan-2023	Axis
						Total	5384297			1	Bank,Mahadevpura
									·· —-		

Total Amount In Rupees : Fifty Three Lakh Eighty Four Thousand Two Hundred Ninety Seven

for Bruhat Bengaluru Mahanagara Palike Executive Engineer OFC Cable and Rain Water Harvesting Cell Central Zone

OFC CELL

BRUHAT BENGALURU MAHANAGARA PALIKE

BENGALURU

केनरा हैंक /CA? बीबीएमी का जैसीर

3 1 JAN :

B.B.M.P. Branch BENGALURU THE THE CANARA BANK बीबो (मधी भर्ता), जे सी रेड, बालूक-560002

3 1 JAN 2023

B.B.M.P. Branch, J.C Rec BENGALURU-5600

JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. BBMP/OFC/

04-2022-8516

/DD

Date:

23-Jan-23

The Executive Engineer (OFC cell) Bruhat Bengaluru Mahanagar Palike 4th floor Annex Building, N R Square Bengaluru - 560 002

Dear Sir,

Sub: Permission to lay the OFC by HDD method.

Ref: Demand Note

CE-OFC-04-2022-8516

With reference to your Demand Note bearing

CE-OFC-04-2022-8516

, Please find

mentioned below the details of Demand Draft drawn on AXIS Bank, payable at Bangalore towards payment to get permission to lay OFC by HDD Method on:

04-2022-8516

Application No.	Length in Mtr.	Laying & Supervision Charges (Rs.)	DD No for Laying&Supervision	Security Deposit (Rs.)	DD No. for Security Deposit	GST (through RCM) Rs.	Total Amount
04-2022-8516	251.18	210336	915432 Dated 19-01-23	12559	915412 Dated : 19-01-23	31649	222895

Request you to kindly issue permission letter for the same.

Thanking you,

Yours faithfully,

Authorized Signatory.

for JIO DIGITAL FIBRE PRIVATE LIMITED

Bengaloru Mah



MAIL TO -

COMMISSIONER, BBMP, BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD
5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK
GHANSOLITHANEBELAPUR ROAD, THANE

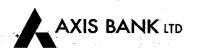
Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

915432

19/01/2023 dated

PAYMENT REFERENCE



MAIL TO

COMMISSIONER, BBMP, BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD
5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK
GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

915412

19/01/2023 dated

PAYMENT REFERENCE

JIO DIGITAL FIBRE PRIVATE LIMITED

CIN: U64200GJ2018PTC105652

No.51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

No. BBMP/OFC/ 04-2022-8516

/DD

Date:

23-Jan-23

The Executive Engineer (OFC cell) Bruhat Bengaluru Mahanagar Palike 4th floor Annex Building, N R Square Bengaluru – 560 002

Dear Sir,

Sub: Permission to lay the OFC by HDD method.

Ref: Demand Note

CE-OFC-04-2022-8516

With reference to your Demand Note bearing

CE-OFC-04-2022-8516

, Please find

mentioned below the details of Demand Draft drawn on AXIS Bank, payable at Bangalore

towards payment to get permission to lay OFC by HDD Method on :

04-2022-8516

Application No.	Length in Mtr.	Laying & Supervision Charges (Rs.)	DD No for Laying&Supervision	Security Deposit (Rs.)	DD No. for Security Deposit	GST (through RCM) Rs.	Total Amount
04-2022-8516	251.18	210336	915432 Dated 19-01-23	12559	915412 Dated : 19-01-23	31649	222895

Request you to kindly issue permission letter for the same.

Thanking you,

Yours faithfully,

for JIO DIGITAL FIBRE PRIVATE LIMITED

Authorized Signatory.

48516

MAIL TO

COMMISSIONER, BBMP, BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD 5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

915432

19/01/2023 dated

PAYMENT REFERENCE

COMMISSIONER, BBMP, BANGALORE ON DEMAND PAY

PURCHASER NAME - JIO DIGITAL FIBRE PVT LTD

OR ORDER / या उनके आदेश पर

माँगे जाने पर Two Lacs Ten Thousand Three Hundred Thirty Six Only

रुपये

Payable at par at all Branches of AXIS Bank Ltd.

- Centralised Collection and Payment Hub (CCPH)

210,336.00

DATE

915432 DD Sr. No.

AXIS BANK LTD

IFS CODE - UTIB0000274

Client Reference

ISSUING BRANCH

4200015857_18

Under CMS Arrangement Centralised Collections & Payment Hub Mumbai. CODE NO.



Please sign above



MAIL TO

COMMISSIONER, BBMP, BANGALORE

BY ORDER OF

JIO DIGITAL FIBRE PVT LTD 5TTC INDUSTRIAL AREARELIANCE CORPORATE PARK GHANSOLITHANEBELAPUR ROAD, THANE

Thane-400701

We are pleased to send to you Demand Draft No. as per details mentioned below.

915412

19/01/2023 dated

PAYMENT REFERENCE

AXIS BANK LTD IFS CODE - UTIB0000274

ISSUING BRANCH

- Centralised Collection and Payment Hub (CCPH)

Valid Until:18042023

For Axis Bank Ltd

PURCHASER NAME - JIO DIGITAL FIBRE PVT LTD

COMMISSIONER, BBMP, BANGALORE

OR ORDER / या उनके आदेश पर

ON DEMAND PAY माँगे जाने पर

Twelve Thousand Five Hundred Fifty Nine Only

रुपये

Payable at par at all Branches of AXIS Bank Ltd.

12,559.00

915412 DD Sr. No.

Client

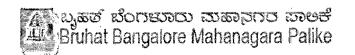
Reference

4200015857 4

Under CMS Arrangement **Centralised Collections & Payment Hub** Mumbai.

CODE NO.

Please sign above



BBMP ENGINEERING DEPARTMENT **OFC Form**

Application No.:04-2022-8516

PR Number(To be Assigned by AE/JE- CE-OFC-04-2022-8516

OFC, BBMP)

General Information

Segment ID

RI-OFC/2022-23/Z1-1344/8516

Street ID

NA

Street Name

NA

Zone

East

Ward No.

78

Ward Name

Pulikeshi Nagar

Service Provider Category

Telecom

Organization

M/s. Jio Digital Fibre Private Limited

Year of Incorporation

2009-10

Registered Office Address

101, Saffron, Nr Centra Point, Panchwati 5 380006

Rasta, Ambawadi, Ahmedabad, Gujarat,

Pin Code

Official Phone No.

9845117017

Previous Relevant Exp.

10

Fax

08035485012

Official Phone No.

www.jio.com

Penalized Details

No

Vat Reg No.

29AAECJ4213B1Z0

Turnover for Last 3 Years

60

AHMJ08610A

Application Submission Date

19/10/2022

Name of the Authorized Person

Babu Veerabhadre

Designation

DGM

Email ID

babu.veerabhadre@ril.com

Local Address

No 51, RMZ Icon, Palace Cross Road, Vasanthanagar, Bangalore 560052

Purpose

OFC Laying

Phone No.

9845117017

Mobile No.

Attachments

9845117017

OFC/Cable Related Information

Laying OFC

Total No. of Pits(Points marked on map) Laying Method

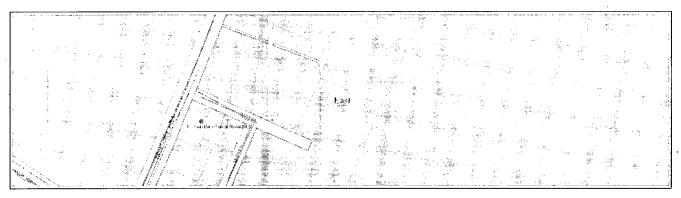
Likely Date of Commencement

Total Length (m)

No. of Cables

No.of Ducts

No. of Manhole



Declaration

I hereby accept the following terms and conditions specified by BBMP

Maintenance of the cable and road for next 2 years

Refundable Security Deposit (Rs. 150/Mtr.) will be kept with BBMP.

Security deposit will be refunded after 2 years, after field verification from BBMP

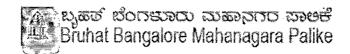
BBMP will retain the security deposit, if service provider fails to maintain the OFC road cut portions for 2 years

Status of My Application

Status of my Application		•
Approver Name	Designation	Date
ceofc01(ceofc01)	CE	12/11/2022
Executive(eeze01)	EE-RI	21/11/2022
ceri01(ceri01)	CE-RI	26/12/2022
ceofc01(ceofc01)	GÉ	09/01/2023
ceofc01(ceofc01)	CE	10/01/2023

Date: 11/01/2023 20230111041328 Time: 04:13:28

No: 04-2022-8516



Office of the Chief Engineer(OFC),2nd Floor,Annex II Building,N.R. Square,Bangalore - 560002

No.: CE-OFC-04-2022-8516

Date: 10/01/2023

Demand Notice

GST No.: 29AAALBI608FIZK



Babu Veerabhadre

M/s. Jio Digital Fibre Private Limited

GST No.: 29AAECJ4213B1Z0

<u>Sub:-</u> Permission to lay OFC by HDD Method regarding

Ref:- 1)MOU of M/S M/s. Jio Digital Fibre Private Limited, Dated (19/02/2014).

2)Your request letter No.: 04-2022-8516, dated: 19/10/2022

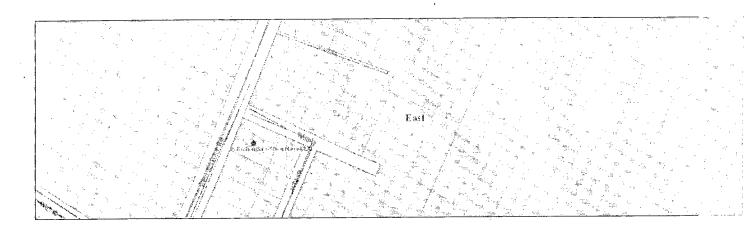
As per requisition shown in below table for laying of OFC by HDD method to a length of 251.18 mtr. has been approved by the competent authority.

Details of Segments drawn on BBMP GIS Map

(Segment Id:-RI-OFC/2022-23/Z1-1344/8516)

Sr No.	Segment Length (mts)	From Landmark	To Landmark	Start Coordinates	End Coordinates	Passing Through
1	251.18	V087 1326	Pulikeshinaga r		12.991140- 77.614251	Pulikeshinaga r

	·		177.010000	177.017201	
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In view of the above, you are here by requested to pay the necessary fees as stipulated below, in the form of DD in favour of "Commissioner BBMP Banglore" within seven(7) days. Then only your request can be processed further.

Length of OFC proposed 251.18 Mtrs.

Laying Charge @ 600/- Mtr	243	Road Restoration Charges Rs. 10000/ (Pits + Manholes) or Rs. 130/ Per Mtr, Whichever is higher	32,653.40
Supervision Charge @ 100/- Mtr	25,118.00	Cess Amount @ 7.39/-	1,856.22
Sub Total (A)	1,75,826.00	Security Deposit @ Rs.50/- Mtr	12,559.00
GST @ 18% (B)	31,648.68	Total (C)	47,068.62
Grand Total (A + B + C)	254543.30		

Total Amount Payable Rs: 254543.30 In words (Rupees two Lakh fifty four Thousand five Hundred forty three rupees and thirty paisa only.)

Note: The company which has got RCM facility for payment of GST, may pay the GST amount through RCM Process.

The agency must restore the pits on the same day itself so as to make the road motorable for moving traffic. Any delay in this regard is liable for Penalties as per order of Hon'ble Commissioner, BBMP.

Permission will be accorded with all applicable, necessary conditions within 7 days after the Reciept of Demand Draft from Nationalized Banks, for the above mentioned amount to this office

Yours faithfully,

Executive Engineer (OFC-Cell)
Bruhat Bangalore Mahanagara Palike

No.: 04-2022-8516

- 1. Copy submitted to Commissioner for kind information.
- 2. Copy submitted to Special Commissioner (Project) for kind information.
- 3. Copy submitted to CAO for information.
- 4. Copy to Office file.

