ALL INDIA INSTITUTE OF SPEECH AND HEARING

LIBRARY AND INFORMATION CENTRE

SH/LIC/LP/2018-19 06.02.19

Submitted to the Director.

Sub: Purchase of Furniture for the Computer Centre-reg.

Respected Madam,

With reference to the above, please find enclosed two filled-in Local Purchase Forms towards the purchase of Reception Table (Edge executive return table) and Chair for our new computer centre.

Thank you,

 Yours faithfully,

 Library and Information Officer

ALL INDIA INSTITUTE OF SPEECH AND HEARING

PRODUCT DEVELOPMENT CELL

SH/PDC/LP/2018-19 06.02.19

Submitted to the Director.

Sub: Purchase of materials for printing and binding-reg.

Respected Madam,

With reference to the above, please find enclosed two filled-in Local Purchase Forms towards the purchase of the following materials for printing and binding of our publications.

1. Laminating pouch film
2. Heavy duty manual paper cutter
3. Glossy sheets
4. Wire-O-Combs
5. Thermal binding covers
6. Regency Leatherrette Covers & Clear Binding Covers
7. Plastic Combs

Thank you,

 Yours faithfully,

 In-charge, Product Development Cell