**all india institute of speech and hearing**

**Engineering Section**

Monthly Report for the Month of …………

**Engineering Work Orders Received during the month (Minor)**

Dept./Section

Date of receipt of work order

Type of work

Remarks

**Engineering Work Orders Received during the month (Major)**

Dept./Section

Date of receipt of work order

Type of work

Remarks

**Invitation of Quotation/ Tender**

Dept./Section

Date of receipt of work order

Type of work

Date of Quotation/ Tender

Quotation/Tender No.

**Placing of Work Order**

Dept./Section

Date of receipt of work order

Type of work

Quotation No.

Quotation

Date

No. of bidders

Details of the firm awarded the work with

Work order no. & date

Amount

**Engineering Works in Progress (Minor)**

Dept./Section

Date of receipt of work order

Type of work

Details of the firm

Remarks

**Engineering Works in Progress (Major)**

Dept./Section

Date of receipt of work order

Type of work

Details of the firm

Remarks

**Engineering Works Completed (Minor)**

Dept./Section

Date of receipt of work order

Type of work

Amount Spent

Details of the firm

Remarks

**Engineering Works Completed (Major)**

Dept./Section

Date of receipt of work order

Type of work

Amount Spent

Details of the firm

Remarks

**Engineering Works in Pending (Received during previous months, but not yet started)**

Dept./Section & date of receipt of work order

Type of work

Remarks

**Engineering Works not Approved / rejected**

Dept./Section & date of receipt of work order

Type of work

Remarks

**Major Events/ Programmes Carried out at the Institute under the aegis of the Section**

Name of the Programme/ Event & Date:

A short description :

**Any Other ……**

Sd/

 Head of the Section