अखिल भारतीय वाक् श्रवण संस्थान, मैसुरु -570 006

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU-57006

LIBRARY AND INFORMATION CENTRE

SH/LIC/2019-20 04.10.19

**Note**

Sub: Looking after the routine duties of the Library -reg.

With reference to the above, I am out of station from 04.10.19 to 08.10.19 to visit Coonoor, Tamilnadu for personal purpose. In this regard, you are requested to look after the routine activities of the Library and Information Centre during the afore mentioned period.

Thanking you with regards,

Yours sincerely,

 Dr. Shijith Kumar C

 Library & Information Officer

To

Sri. Nandeesha, B

Assistant Library Information Officer,

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU-57006

AIISH GUEST HOUSE

SH/AGH/2019-20 04.10.19

**Note**

 Sub: Looking after the routine duties of the Guesthouses-reg.

With reference to the above, I am out of station from 04.10.19 to 08.10.19 to visit Coonoor, Tamilnadu for personal purpose. In this regard, you are kindly requested to look after the routine activities of the Institute guest houses during the afore mentioned period.

Thanking you with regards,

Yours sincerely,

 Dr. Shijith Kumar C

 Guesthouse In charge

To

Sri. Mallikarjunaiah

Security Officer