**अखिलभारतीयवाक्श्रावणसंस्थान, मैसूरू-06**

**ALL INDIAINSTITUTE OF SPEECH AND HEARING, MYSURU-06**

**पुस्तकालयवंसूचनाकेन्द्र**

LIBRARY AND INFORMATION CENTRE

SH/LIC/SA.1/2022-23 दिनांक/Date:25.07.2022

निदेशककोप्रस्तुत/Submitted to the Director.

विषय/Sub: Settlement of Suppliers Advance-reg.

संदर्भ/Ref: Approval letter No. SH/LIC/WS.1/2022-23 dated 12.07.2022.

आदरणीयमहोदया/Respected Madam,

With reference to the above, a supplier advance of Rs.1,500/- was sanctioned for Refreshment for Workshop participants. An amount of Rs.1,240/- was spent for the items as detailed below. It may kindly be approved.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N | Bill no. and firm | Date | Item | Qty | Amount in Rs. |
| 1. | Invoice No. 320, Anjanadri Enterprises, #201/2,Vijayabank circle, Jnathanagar, Bogadi 2nd stage, Mysore. | 15/07/2022  22/07/2022 | Nandini Cookies  Nandini Cookies | 50 nos.  50 nos. | Rs.300/-  Rs.300/- |
| 2. | Invoice No.784,Sri Mookambika Caterers,Rameshnagar, Bangalore (*AIISH canteen*) | 15/07/2022  22/07/2022 | Tea  Tea | 40 nos  40 nos | Rs.320/-  Rs.320/- |
| **Total** | | | | | **Rs.1,240/-** |
| Suppliers advance drawn on 15.07.2022 | | | | | **Rs.1,500/-** |
| Bill’s produced for | | | | | **Rs.1,240/-** |
| Balance amount paid to the Institute account dated 25.07.2022 | | | | | **Rs.260/-** |

Thank you, आपकाआभारी/Yours sincerely,

पुस्तकालयवंसूचनाअधिकारी/

Library and Information Officer

Encl: 1. Certified invoices

2. Receipt of balance amount paid

Approved/ Not Approved

Director