**ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE**

**Engineering Section**

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**Monthly Report: …, 2017**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **date of receipt of work order** | **Type of work** | **Remarks** |
|  |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **date of receipt of work order** | **Type of work** | **Remarks** |
|  |  |  |  |  |

1. **Invitation of Quotation/ Tender**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **date of receipt of work order** | **Type of work** | **Date of Quotation/ Tender** | **Quotation/ Tender No.** |
|  |  |  |  |  |  |

1. **Placing of Work Order**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **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** |
|  |  |  |  |  |  |  |  |  |  |

1. **Engineering Works in Progress (Minor)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **Date of receipt of work order** | **Type of work** | **Details of the firm** | **Remarks** |
|  |  |  |  |  |  |

1. **Engineering Works in Progress (Major)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **Date of receipt of work order** | **Type of work** | **Details of the firm** | **Remarks** |
|  |  |  |  |  |  |

1. **Engineering Works Completed (Minor)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **Date of receipt of work order** | **Type of work** | **Amount Spent** | **Details of the firm** | **Remarks** |
|  |  |  |  |  |  |  |

1. **Engineering Works Completed (Major)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Dept./Section** | **Date of receipt of work order** | **Type of work** | **Amount Spent** | **Details of the firm** | **Remarks** |
|  |  |  |  |  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Dept./Section & date of receipt of work order** | **Type of work** | **Remarks** |
|  |  |  |  |

1. **Engineering Works not Approved / rejected**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Dept./Section & date of receipt of work order** | **Type of work** | **Remarks** |
|  |  |  |  |

1. **Major Events/ Programmes Carried out at the Institute under the aegis of the Section (Each event in not more than five sentences)**
2. **Any Other**

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Prepared by: Checked & verified by

(sd/-)

Executive Engineer