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

**HORTICULTURE Section**

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**Monthly Report for the Month of …………**

1. **Routine Horticulture Work carried out during the month**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Nature of work** | **Remarks** |
|  |  |  |

1. **New Work Initiated during the month**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Nature of work** | **Remarks** |
|  |  |  |

1. **Invitation of Quotation/ Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.No** | **Materials indented**  | **Quantity** | **No. & Date of Quotation/ Tender** |
|  |  |  |  |

1. **Materials Received**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Materials indented**  | **Quantity** | **No. & Date of Quotation/ Tender** | **Firm details** | **Amount** |
|  |  |  |  |  |  |

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/-)

Asst. Horticulture Officer