

**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)**

<b>Sl.No</b>	<b>Dept./Section</b>	<b>date of receipt of work order</b>	<b>Type of work</b>	<b>Remarks</b>

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

<b>Sl.No</b>	<b>Dept./Section</b>	<b>date of receipt of work order</b>	<b>Type of work</b>	<b>Remarks</b>

### 3. Invitation of Quotation/ Tender

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

#### 4. Placing of Work Order

[illegible]

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

<b>Sl.No</b>	<b>Dept./Section</b>	<b>Date of receipt of work order</b>	<b>Type of work</b>	<b>Details of the firm</b>	<b>Remarks</b>

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

<b>Sl.No</b>	<b>Dept./Section</b>	<b>Date of receipt of work order</b>	<b>Type of work</b>	<b>Details of the firm</b>	<b>Remarks</b>

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

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

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

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

**9. 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

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

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

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

**12. Any Other**

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Prepared by:

Checked & verified by

(sd/-)

Executive Engineer