

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE

HORTICULTURE SECTION

Monthly Report for the Month of

1. Routine Horticulture Work carried out during the month

Sl.No	Nature of work	Remarks

2. New Work Initiated during the month

Sl.No	Nature of work	Remarks

3. Invitation of Quotation/ Tender

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

4. Materials Received

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

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

6. Any Other

Prepared by:

Checked & verified by

(sd/-)

Asst. Horticulture Officer