

PRODUCT DEVELOPMENT CELL

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Monthly Report, ....., 2017

A. Monthly Statistics

1. Draft Materials Received for Printing

S.N.	Title	Authors	Category
1			
2			

2. Materials Sent for Printing

S.N.	Title	Authors	Category	No. of copies
1				
2				

3. Materials Received after Printing

S.N.	Title	Authors	Category	No. of copies
1				
2				

#### 4. Materials Sold

SL. No.	Title	Category of the Material	No. of copies sold	Unit Price	Total amount
1					
2					
3					

#### 5. Materials Sent to Other Departments/ Sections

SL. No.	Title	Category of the Material	No. of copies	Reference (Letter No.)
1				
2				
3				

#### 6. Any Other

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Report prepared by:

Checked and verified  
(Sd/-)  
I/c Product Development Cell