

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSORE

Purchase Section**Monthly Report for the Month of****1. Purchase Requests Received**

Sl. No	Details of the Item with quantity	Dept/Section	Date of Receipt of PRF	Approximate Amount

2. Rejection/ Disapproval of Purchase Requests

Sl. No	Details of the Item with quantity	Dept/Section & Date of Receipt of PRF	Approximate Amount	Remarks

3. Invitation of Quotation/Tender

Sl. No	Details of the Item with quantity	Dept/Section & Date of Receipt of PRF	No. & Date of Inviting Quotation/Tender

4. Pending Purchase Requests(Received during previous months, but not yet processed)

Sl. No	Details of the Item with quantity	Dept/Section & Date of Receipt of PRF	Remarks

5. Recalling of Quotation /Tender

Sl. No	Details of the Item with quantity	Dept/ Section &Date of Receipt of PRF	No. & Date of Recalling Quotation/Tender	Reason

6. Placing of Purchase Order

Sl. No	Details of the Item with quantity	Dept/Section& Date of PRF submission	No. & Date of Purchase Order	Firm	Total Amount (including tax)

7. Items Purchased

Sl. No	Details of the Item with quantity	Dept/Section& Date of PRF submission	No. & Date of Purchase Order	Firm	Total Amount (including tax)

8. Any Other

Report prepared by:

Checked and verified
(Sd/-)
AAO