

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

**STORES SECTION**

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**Monthly Report for the Month of.....**

**1. Materials Indented**

Sl. No	Details of the Item & quantity	Indented Dept./Section & date of Indent (if applicable)	Purchase Order No. & Date	Firm details, Invoice no. & date

**2. Receipt of Materials**

Sl. No	Details of the Item & quantity	Indented Dept./Section & date of Indent	Purchase Order No. & Date	Firm details, Invoice no. & date	Amount	Goods Receipt No. & date	Date of stock entry & DRS No.

**3. Materials rejected**

Sl. No	Details of the Item & quantity	Indented Dept./Section & date of Indent	Purchase Order No. & Date	Firm details, Invoice no. & date	Amount	Goods Receipt No. & date	Date of rejection & reason

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Report prepared by

Report checked & verified by