**To**

**The Director/Principal**

**JNGEC Sundernagar.**

**Subject: - Regarding permission for minor purchase/repairs in JNGEC Sundernagar.**

**Sir,**

Kindly accord necessary permission for the minor purchase/repair etc. in JNGEC Sundernagar as per the following details:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Name of item/work** | **Present available quantity** | **Quantity required** | **Amount involved** | **Justification** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Signatures of Indenting official**

**Signatures of HOD/OIC**

**Recommendations/booking remarks of the DC (F&A)**

**APPROVED/NOT APPROVED**

**DIRECTOR/PRINCIPAL**