

A.B.N. SEAL COLLEGE
Department of Geography

To

The Officer in Charge,
A.B.N.Seal College, Cooch Behar.

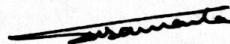
Date:03.07.2018

Sub: Requisition for Departmental Requirements in compliance to the notice no.107/18, dated
22.06.2018.

Respect Sir,

This is the Requisition for some necessary items which are to be purchased by the state grant as allocated for our Department (vide notice mentioned above) . Please order your office to asked quotation from suppliers/ manufacturers for those items at the earliest.

Yours truly,


Head of the Department,
Department of Geography

Head of the Department
Department of Geography
A.B.N. Seal College
Cooch Behar

List of Requisition:

1. Desktop computer-window7
2. Computer table
3. Toner-black&white
4. Toner-colour
5. Hygrometer
6. Gateway tracing paper-A4 SIZE
7. White paper – A-4 size
8. Topographical map-plateau area, published by Survey of India

A.B.N. SEAL COLLEGE
Department of Geography

To

The Officer in Charge,
A.B.N. Seal College, Cooch Behar.

Date: 02/07/2018

Sub: Requisition for I.C.T. Equipments to be purchased by I.C.T Sub-committee.

Respected Sir,

This is the Requisition for I.C.T. Equipments very much essential at our Department. Please forward it to the concerned sub-committee to include in the list of purchase.

Yours truly,

Samir Ka. Samanta 2.7.18
Head of the Department
Department of Geography
A.B.N. Seal College
Cooch Behar

List of requisition:

- 1.Desktop computer- window-10-01
- 2.Quick heal anti-virus-01
- 3.Internet connection at the Department