

No. COE/101/.....Dated:.....

Principal

Subject: Permission to the purchase of 4 computers, 6 laptops and 4 printers.

Sir,

This is to bring to your kind notice that for the smooth conduct of examination process we need 4 computers, 6 laptops and 4 printers for Deputy Controllers and Assistant Controllers. So, you are requested to allow us to purchase above mentioned out of TEQIP Fund.

Controller of Examinations