**OFFICE OF THE GOVT. ISLAMIA HIGH SCHOOL SIRANWALI (DASKA )**

No. date

**SUBJECT: PURCHASE / DEVELOPMENT COMMITTEE**

I am pleased to constitute the purchase / development committee comprising the following teachers, to examine all aspects related to academic arrangements and take part accordingly.

|  |  |  |  |
| --- | --- | --- | --- |
| Sr.No. | Name | Designation | signatures |
| 1 | M. Kafeel anjum | SST |  |
| 2 | Mubashar aleem | SSE |  |
| 3 | Shaffi Ahmad | EST |  |

**Aims and Objectives of Committee.**

* To purchase all necessary items/goods required in the institute.
* To manage all the repairing and maintenance process in the institution.

No & Date Even:

C. C.

1. DEO (SE) Sialkot with the request that the concerned teachers are responsible for mentioned duties.
2. Concerned teachers.
3. Office file.