



Office
 Scouts & Guides
 Committee for
 P. Mam. B.
 Sh. Nagendraji

KENDRIYA VIDYALAYA NO. 1, KOTA 324002

To
 The principal
 Kendriya Vidyalaya No. 1
 Kota

Sub: Requisition for the purchase of items for... Rajya Puraskar Testing Camp - 2017 department in connection with organization items/materials/equipment/consumables/non consumables are needed for the Scouts & Guides

S. No.	Name And Specification Of The Items	Qty. Required To Be Purchased	Estimated Cost	Remarks
1	Scarf	800	24000	
2	Woggle	800		
3	Camp Diary	800	16000	
4	Chest Card	750	750	
5	Test Card	750	1500	
6	Ream - A-4 size	05	800	
7	Pen Blue	800	4000	
8	Pen Reel, Black, Blue	10+10+10	300	
9	Pencil	2 Packet (10)	80	
10	Celbtap 1" & 2"	1+1	50	

Total Estimated Cost Continued

I request you kindly to permit the purchase of above items/materials/consumables/non consumables.

Yours faithfully,
 Name of employee/ In charge
 Designation.....
 Name of the department.....

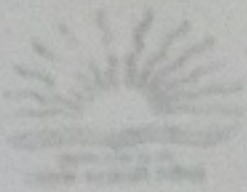
Assistant /UDC to give remark about fund positions.....
 Permission granted for purchase of above mentioned item/materials/equipment from V.V.N. /school fund by the following prescribed purchase procedure as per accounts code of Kendriya Vidyalayas

Date:

(1)

K.V.NO.1 KOTA

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केंद्रीय विद्यालय क्रमांक. 1, कोटा

KENDRIYA VIDYALAYA NO.1, KOTA 324002

To
The principal
Kendriya Vidyalaya No. 1
Kota

Sub- Regulation for the purchase of items for Rajya Jurnistkar Testing Camp-2017 department in connection with organization items/ materials/equipment/consumables/non consumables are needed for the Scouts & Guides

S. No.	Name And Specification Of The Items	Qty. Required To Be Purchased	Estimated Cost	Remarks
11	Stapler	02	120	
12	Punching machine	01	60	
13	150 GSM A4 sheets	4 pkt	600	
14	Safety pin / chest cast pin	800	200	
15	fericol	4	200	
16	Tags	5 Bunch	100	
17	Paper clips	20	100	
18	Comde, match box	2+2 pkt	50	
19	Colours for Rangoli	5 pkts	50	
20	Oil	500 ml	100	

Total Estimated Cost

I request you kindly to permit the purchase of above items/materials/consumables/non consumables.

Yours faithfully,

Name of employee/ in charge

Designation

Name of the department

Assistant /JDC to give remark about fund position

Permission granted for purchase of above mentioned item/materials/equipment from V.V.N /school fund by the following prescribed purchase procedure as per accounts code of Kendriya Vidyalayas

Date:

(2)

KV NO.1 KOTA

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(3)



केंद्रीय विद्यालय क्रमांक. 1, कोटा

KENDRIYA VIDYALAYA NO.1. KOTA 324002

To
The principal
Kendriya Vidyalaya No. 1
Kota

Sub:- Requisition for the purchase of items for Rajya Puruskar Testing Camp - 2017 department in connection with organization items/ materials/equipment/consumables/non consumables are needed for the Scout & Guide

S. No.	Name And Specification Of The Items	Qty. Required To Be Purchased	Estimated Cost	Remarks
21	Kerosine	5 Litre	100	
22	Fire wood	100 kg	400	
23	Sticks for camp fire (mashal - 5)		100	
24	Colour party uniform	5 set	2000	
25	Association flag with rope 180 x 120	2	750	
26	Scout & Guide flag	1/1	450	
27	National Flag	1	400	
28	Ribbon	5 pkt	100	
29	Certificates	800	7200	

Total Estimated Cost

I request you kindly to permit the purchase of above items/materials/consumables/non consumables

Contd.

Yours faithfully,

Name of employee/ In charge

Designation.....

Name of the department.....

Assistant /UDC to give remark about fund positions.....
Permission granted for purchase of above mentioned item/materials/equipment from V.V.N. /school fund by the following prescribed purchase procedure as per accounts code of Kendriya Vidyalayas

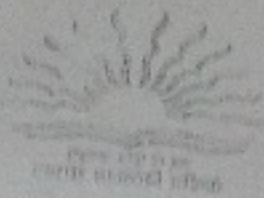
Date:

(3)

Principal

K.V.NO.1 KOTA

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केंद्रीय विद्यालय कमांड. 1, कोटा

KENDRIYA VIDYALAYA NO.1. KOTA 324002

To
The principal
Kendriya Vidyalaya No. 1
Kota

Sub:- Requisition for the purchase of items for Rajya Puruskar Testing Camp-2017 department in connection with organization items/ materials/equipment/consumables/non consumables are needed for the

S. No.	Name And Specification Of The Items	Qty. Required To Be Purchased	Estimated Cost	Remarks
30	Momentos		700	
31	Camp Banner		1000	
32	Cotton rope	40m	1000	
33	Rope (Thick)	1 Bundle	500	
34	Miscellaneous	-	1240	
			65000/-	

Total Estimated Cost Sixty five thousand only

I request you kindly to permit the purchase of above items/materials/consumables/non consumables.

Name of employee/ In charge

Designation..... PRT

Name of the department

Nagendra Singh
Scout & Guide
05/07/17

Assistant /UDC to give remark about fund positions.....

Permission granted for purchase of above mentioned item/materials/equipment from V.V.N. /school fund by the following prescribed purchase procedure as per accounts code of Kendriya Vidyalayas

Date:

[Signature]
Principal

K.V.NO.1 KOTA