

To

The Prof. & Head
Dept. of _____
CCSHAU, Hisar

Memo No. _____
Dated : _____

Receipt No.
Dated :
Dept. of

Subject : Refilling of printer cartridge

With reference to the subject cited above, you are requested to ask the SK (office) to get the cartridge refilled of the printer issued to me. The details of the printer is as under:-

Sr. No.	Name of Printer of which the cartridge to be refilled	Model of Printer	Sr. No., if any	Qty.	Purpose

The printer cartridge is not providing clear prints due to empty cartridge due to which the daily official works are suffering. Hence, refilling of the cartridge may kindly be refilled as per university rules as soon as possible.

This is for your kind consideration and necessary action, please.

Sign. of the Indentor _____

Name _____

Designation _____

Date _____

Enclosure :

1. Financial Proforma for Rs. _____

FOR OFFICIAL USE ONLY

Prof. & Head.



Department of _____

College of _____

CCS Haryana Agricultural University

Receipt No.

Dated :

Dept. of

Subject : Financial Sanction

Financial sanction of Rs. _____/- (Rs. _____ -
_____) may kindly be accorded for the refilling of cartridge of printer
_____ Model No. _____ Sr. No. _____
in Dept. of _____.

Signature of indentor

Name _____

Designation _____

Dated _____

Funds are available in scheme

under SOE “ _____ ”

Assistant _____

(Name) _____

SANCTIONED

PROF. & HEAD

DEPT. OF _____

DATED : _____