

Following items are needed for day today operation of Health scheme under SUDA - Health wing.

- ① Rubber Stamp containing Name, Designation of Officials (List are given herewith)
- ② CD with Picket - 150 Pes.
- ③ Pen (Black + Red + Blue) - 1 Pes. each for 06 nos. of Officials.
- ④ Stapler - 1 Pes. for 06 nos. of Officials.
- ⑤ Towel - 1 Pes for 06 nos of Officials.

Forwarded for kind approval so that before mentioned items may be issued to Health wing PL.

Submitted.

11/05/09

~~P.O (Health)~~

Office of SUDA may take necessary action for purchase and supply of the above mentioned articles to Health wing, SUDA.

The expenditure may be met out of CBRTCS fund available with SUDA and to be booked under the A/c head "Operating Cost."

Submitted.

As per above requisition of Health wing, SUDA and approval of Director the following above articles may be purchased from Basrachore Wholesale Co. operative and supplied to Health wing if approved.

11-05-09

12/5/09

12-05-09

~~Director, SUDA~~

~~PO (H)~~

~~Director (SUDA)~~

12/5/09

Please issue order.

12/5/09

Barrackpore

Draft order placed below for favour of personal & signature submitted.

A.O.

18/5/09

Soft copy kindly be appd & signed.

Director (SUDA)

18/5/09

18/5/09

19-5-09

P.O (H)

02/5/09

According to the order issued under T.O. Memo No. SUDA-Health/78/09/1024, Dt. 18.05.2009, M/s. Barrackpore Central Zone Wholesale Consumers' Co-operative Society Ltd. of Talpukur, Dist. North 24 Parganas had supplied the 5 (five) different articles as per requirement mentioned therein, on 20.05.2009. (vide Challan no. 47780)

Invoice no. 14613  
Dt. 24.06.2009.  
Billed  
Amount Rs. 4,151/-

On receiving the Bill, it was sent to the Health Section with a request to place the Bill in the respective file with a stock entry certificate from that end.

Necessary stock entry certificate has been given on the body of the bill in question with authentication of Project Director, Health Wing, SUDA.

On checking the bill, it appears that amount claimed in the Bill is not in arithmetical order. However, necessary corrections have been made.

In view of above, an amount of Rs. 3,759/- (Rupees Three thousand seven hundred & fifty nine) only in place of Rs. 4,151/2, may kindly be passed for payment, if approved.

Submitted.

The bill amounting to Rs 3,759/- may kindly be approved for payment.

A.O.

24/7/09

24/7/09

Director (SUDA)

27/7/09

27/7/09

As per notes & orders at NSP-01 and prepage

As approved by Director, SUDA at prepage, to release the payment in favour of Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd., one account payee SBI cheque as detailed below is prepared and placed herewith for signature of Director, SUDA and Joint Secretary, M.A. Department please.

Certificate in respect of proper supply and stock entry of the supplied articles is given on the body of the Tax Invoice by F.O. (CBPHCS).

Pay order endorsed on the body of the Tax Invoice is for signature of F.O., SUDA please.

Name of the Payee	Purpose of Payment	Amt. in Rs.	SBI Ch. No. & Dt.
Barrackpore Central Zone Wholesale Consumers' Co-Operative Society Ltd.	Tax Invoice No.14613 dated 24.06.2009 towards supply of different printing & office stationery articles to SUDA-Health against Office Order No.SUDA-Health/78/09/1024 dated 18.05.2009.	3,759/-	958631 dt. 27.07.09

A.O.  
 D. K. SUDA  
 Jt. Secy M.A. Deptt  
 D. K. SUDA  
 SUDA

Authorised  
 27.07.09

28/7/09  
 29/07/09