

GOVERNMENT OF ASSAM
OFFICE OF THE DIVISIONAL FOREST OFFICER :: _____ DIVISION
_____ :: ASSAM

NO.

Dated _____ 2004

From **President/ Member Secretary**
_____ J.F.M. Committee, &

To The C.E.O. _____ J.F.M. Committee, &
D.F.O. _____ Division,

Sub : Request for sanction of Rs. _____ as wages of _____ '03/ purchase of _____.

Ref: Microplan of _____ JFMC, approved by Chairperson on _____.

Sir,

I have the honour to request you to kindly sanction an amount of Rs. _____ as wages for the month of _____ '03 as per the work schedule mentioned in the Microplan referred above. The resolution of the Executive Committee of the _____ JFMC, regarding the completion of the works is enclosed for your records

OR

I have the honour to request you to kindly sanction an amount of Rs. _____ as advance for the purchase of following items as per the work schedule mentioned in the Microplan referred above.

| Items to be purchased | Quantity | per unit rate | Amount Required |
|-----------------------|----------|---------------|-----------------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |

Yours faithfully,

1. _____

2. _____

Sri / Smt. _____ [NAME] _____

Sri / Smt _____

Fr I / Dy.R. & Member Secretary

