Sr. No. Date

To

The Dean (Research)

Research Section

AIIMS, Jodhpur

Subject: Request for Procurement of Goods/Consumables/Equipment under the extramural/intramural/thesis project (Session/Year).

Dear Sir,

This is in reference to the subject cited above, following Goods/Consumables/Equipment are required for research purpose under the project titled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”. ( If PG Student, Please write Name & Batch)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Code** | **Particular(s)** | **Make** | **Pack Size** | **RC/Non RC** | **Quantity** | **Approx. Price /Qty.** | **Total Amount (GST Included)** |
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| Total | | | | | | | |  |

This Make will be Optimal Research Purpose (if necessary).

Please arrange the procurement of above-mentioned Goods/Consumables/Equipment.

Sign & Seal

Principal Investigator/Guide

**Note**:-

1. If item(s) are not under RC, specification of those item(s) should be attached with this letter.
2. Letter should be forwarded by Head of the Department, if Intramural Project/PG Thesis.