

# उत्तर पूर्व क्षेत्रीय शिक्षा संस्थान, शिलांग

विद्यया ऽ मृतमश्नुते



एन सी ई आर टी  
NCERT

NORTH EAST REGIONAL INSTITUTE OF EDUCATION, SHILLONG

(राष्ट्रीय शैक्षणिक अनुसंधान एवं प्रशिक्षण परिषद)

(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH & TRAINING)

(शिक्षा मंत्रालय, भारत सरकार के अधिन एक स्वायत्त संगठन)

(An Autonomous Organization under Ministry of Education, Government of India)

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फैक्स/Fax No. : 0364-2570062

फा.सं./F.No.

दिनांक/Dated: .....

सेवा में/To,

M/s P. Kharshiing,  
C/o Rogester Roy Marbaniang,  
Madan Laban, Main Road, Shillong- 793004

विषय/Sub: Food supply order- reg.,

महोदया/Madam,

With reference to the subject cited above, I would like to request you to kindly supply the following items in connection with the programme/workshop/conference entitled \_\_\_\_\_

to be held with effect from \_\_\_\_\_ to \_\_\_\_\_:

Sl. No.	Items	No. of persons	Rate (Rs.)	Serving Time
1	Tea & Snacks (Morning)			
2	Lunch			
3	Tea & Snacks (Evening)			

The venue of the programme/workshop/conference is at \_\_\_\_\_ . For further details, kindly contact the Coordinator: \_\_\_\_\_.

कार्यक्रम समन्वयक/Programme Coordinator

प्रशासनिक अधिकारी/Administrative Officer