



# M/S P. Kharshiing

Govt. CONTRACTOR, SUPPLIER and CATERER

Authorised Contractor

C/O W.Rogester Roy Marbaniang  
Madan Laban, Manik Road,  
Shillong - 793004 (Meghalaya)

Date: -31<sup>st</sup> August 2023

To,  
The Principal  
North Eastern Regional Institute of Education  
Umiam

Subject ; Collection of Mess Fees From Students staying at NERIE campus.

Respected Sir/ Madam

With the subject cited above, I Phirikerlin Kharshiing the proprietor of M/s Kharshiing hereby seeking your permission to collect the mess fees from the student residing at NERIE Campus for the Month of September 2023 Henceforth, here are some few point from the firm that I want to implement during the collection.

1. The Mess fees that will be collected from the students will be for the current Month.
2. The students can either pay online or by cash.
3. Students are requested to pay the mess fees from 1<sup>st</sup> – 10 of every Month, late payment a fine will be impose @ 10 per day.
4. Student mess rebate only on medical ground for a maximum of 7 days.
5. Students are to obtain written letter from the warden for any leave with signature which will be submitted to the mess manager.
6. Students will pay the mess fees @150 per day.
7. Students who have not paid will not be allowed to dine.

Your kind and necessary action would highly be appreciated that the students are willing to follow these point that we want to implement for smooth functioning of the mess.

M/s P. Kharshiing  
M/s. P. Kharshiing

*P. Kharshiing*  
Proprietor  
Proprietor