

758. Intimation Letter to Purchase Committee

Annexure-III

(Format for intimation to members of Purchase Committee for purchase of Milch Animals)

No.

Date

From

Sub Divisional Officer (AH)
Animal Husbandry & Dairying Department
Sub Division.....
District.....

To

(Names and Addresses of Purchase Committee Members)

- i.
- ii.
- ii.

Subject- Purchase of milch animals through Purchase Committee for establishment of dairy unit under the Scheme for establishment of Hi-Tech Dairy Units.

Memo

In reference to the subject cited above, it is to intimate that the purchase of milch animals has been scheduled on.....(date).....
(time) at.....through Purchase Committee. The applicants under the Scheme are as under-

(Name and addresses of applicants)

You, being a member of Purchase Committee, are hereby requested to kindly participate in purchase process of milch animals at designated date and time.

Sub Divisional Officer (AH)
Animal Husbandry & Dairying Department
Sub Division.....

Endst. No.

Date

A copy is forwarded to (Name and Address of applicant).....
for information.

Sub Divisional Officer
Animal Husbandry & Dairying Department/
Sub Division.....