

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.
2016.08.25.

Dean,
Faculty of Engineering.

Dear Sir,

Requesting Permission to Purchasing Magazine Holder

I kindly request you to Grant Permission to purchasing magazine holder use for the dean's office please.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.
2017.10.17.

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission to purchase

I am kindly requesting you to grant permission to purchasing the following items to office purpose as they are not available at the store of the University of Jaffna please.

1. Binding tape - 15
2. File holder 6" - 25
3. Legal paper – 1 ream
4. Cello tape 2" - 20

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

2017.10.27

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission to purchase equipment and furniture for IQAC - Faculty of Engineering

As discussed at the Internal Quality Assurance Cell meeting, the office of the IQAC at the Faculty level should have the following items.

1. Office space
2. Furniture for the office
3. Cupboard to keep all the files
4. Computer and printer

Therefore I am kindly requesting you to do necessary action to buy the above mention items.

Thank you.

Yours sincerely,

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Dr. P. Kathirgamanathan,
Coordinator,
IQAC,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

02.11.2017

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission to purchase toner for the printer

I am kindly requesting you to grant permission to purchasing the toner (MLT – D101S) for our printer machine [Samsung SF – 760 series (USB002) as they are not available at the store of the University of Jaffna please.

Thank you.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

06.11.2017

Assistant Registrar,
Faculty of Engineering.

Purchasing tables and chairs for canteen

Please take necessary and immediate action to purchase 10 dining tables and 60 chairs for the Faculty canteen please.

Thank you.

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Dean,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

04.12.2017

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission to purchase toner for the photocopy machine

I am kindly requesting you to grant permission to purchase a toner (**Toner No. T – 3008P**) for our photocopy machine (Toshiba photocopy machine) as it is not available at the store of the University of Jaffna please.

Thank you.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

07.12.2017

Assistant Registrar,
Faculty of Engineering.

Purchasing two wireless microphone (Clip type) for lectures

Please take necessary and immediate action to purchase two wireless microphone (clip type) for lectures please.

Thank you.

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Dean,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

07.12.2017

Assistant Registrar,
Faculty of Engineering.

Purchasing Wireless microphone for lectures

Please take necessary and immediate action to purchase one wireless microphone for lectures please.

Thank you.

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Dean,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

04.12.2017

Assistant Registrar,
Faculty of Engineering.

Purchasing White board stand

Please take necessary and immediate action to purchase 02 white board stand for the use of student lecture hall please.

Thank you.

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Dean,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.
2017.11.15.

Dean,
Faculty of Engineering.

Dear Sir,

Requesting Permission to Purchasing Magazine Holder

I kindly request you to Grant Permission to purchasing Wall Clock No. 03 use for the lecture halls please.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

18.12.2017

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission to purchase toner for the printer

I am kindly requesting you to grant permission to purchasing the toner (MLT – D101S) for our printer machine [Samsung SF – 760 series (USB002) as they are not available at the store of the University of Jaffna please.

Thank you.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.
19.09.2017.

Dean,
Faculty of Engineering.

Dear Sir,

Permission to purchase paper tray

I am kindly requesting you to grant permission to purchase 10 bundle of paper trays to use to the meetings and events at the Faculty of Engineering (as it is not available at the store of the University of Jaffna) by spending my money and to get reimbursed.

Thank you.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

02.01.2018.

Dean,
Faculty of Engineering.

Dear Sir,

Requesting permission for purchase

I am kindly requesting you to grant permission to purchase the following items for the lecture hall use at the Faculty of Engineering.

No	Description of Items
1.	9volt battery charger
2	9Volt chargeable battery
3	Extension codes -Rated voltage : 250V -Rated Current: 10A -10 meter wire -insulation resistance: 500 mega ohms

Thank you.

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Assistant Registrar,
Faculty of Engineering.

Faculty of Engineering,
University of Jaffna,
Ariviyal Nagar,
Kilinochchi.

08.01.2018

Dean,
Faculty of Engineering.

Dear Sir,

Permission to purchase water glass

I am kindly requesting you to grant permission to purchase 30 water glasses in order to serve the water and drink for the meetings and events at the Faculty of Engineering. (As it is not available at the store of the University of Jaffna)

Thank you.

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Assistant Registrar,
Faculty of Engineering.