



CIBA GST: 33AAAI1830P1ZQ

आदेश/Order No: CIBA/25-26/ 812

कार्य आदेश / WORK ORDER

फ़ाइल संख्या / F.No: 1-110/17-18/ST

दिनांक / Date: 18-03-2026

सेवा में / To,

M/s. AS Business Solutions,
4/182,7th Street,Vinayagapuram,
Karanai Puducherry,
Urapakkam-603202
E-mail: valliprabha1966@gmail.com

**विषय/Sub: Work order for Replacement of Transfer Belt Assembly for Kyocera Xerox
Machine at Hqrs- Reg**

संदर्भ / Ref: AS/13/03, Date: 13-01-2026

महोदय/ महोदया / Sir/Madam,

This has reference to the above subject & your estimate thereon. It is requested to carry out the following work.

| Sl.No | Items | Qty | Unit Rate | Amount Rs. |
|---|------------------------|-----|-----------|------------------|
| 1 | TRANSFER BELT ASSEMBLY | 1 | 18,500.00 | 18,500.00 |
| | GST 18% | | | 3,330.00 |
| | Grand Total | | | 21,830.00 |
| (Rupees Twenty One Thousand Eight Hundred Thirty Only) | | | | |

On satisfactory completion of service/work at Hqrs it is requested to submit the pre receipted invoice drawn in favour of "The Director", CIBA, Chennai-600 028 along with work report / GST certificate and copy of cancelled cheque as applicable etc. for releasing the payment. Payment will be made at the earliest after completion of the work and **deducting the TDS on IT(2%) and GST if applicable as per government rules.**

Yours Faithfully,


18/03/26
Administrative Officer,

तिलिपि / Copy to

- The Finance & Accounts Officer, CIBA, Chennai.
- The DDO, CIBA, Chennai
- Smt. K. Subhashini, P.A, CIBA, Chennai.
(C.No. 285168, Note #61, Dt:17-03-2026, Fund: Institute Corpus (4001/457) 25-26)