

The Officer-in-Charge
A B N Seal College
Cooch Behar

Date: 04.07.18

Sub: Items to be purchased for the Department of English from the grant allotted at the meeting held on 20.06.2018

Sir,

This is to inform you that we would like to purchase the following items from the grant allotted to the English Department at the meeting of the Heads of the Departments held on 20.06.2018.

1. **1 Laptop: Model- HP-15-bs618TU** having the following features
 - FHD Anti-glare Display, 15.6"
 - Intel Core i3 600 6U
 - 4 GB-DDR4-RAM (upgradable)
 - 1 TB HDD
 - Intel HD Graphics
 - Windows 10 (64 bit)
 - MS Office 2016
2. **1 UPS: Model APC BX600C-IN 600VA, 230 V Back UPS**

We will be obliged if the necessary arrangements are made for the purchase of the above articles.

Thanking you,

Yours faithfully,

Debapratim Chakraborty

4.7.18

Head,

Department of English,
A B N Seal College

HEAD
DEPARTMENT OF ENGLISH
A. B. N. SEAL COLLEGE
COOCH BEHAR