

Dated: 30.10.2018

NOTICE

This is for information to Convenors of Subject societies of the College that please comply the following instructions before submission of subject societies bills for payment:-

1. Copy of the relevant minutes.
2. Copy of tentative, head wise, budget viz. Printing & Stationery, Refreshment, Prize money for events etc. for programme duly approved by the Principal.
3. Permission letter of the Principal for programme.
4. List of participants for events.
5. Copy of result sheet for winners of events.
6. Copy of College's Identity Card of winners.

Apart from the above, other relevant papers/documents may be asked to submit as and when required for the purpose of Audit, RTI etc. So, all Convenors of subject societies are requested to kindly maintain the record for respective societies to avoid any inconvenience in future and submit the same in the Office at the end of the term.

Note:-

1. All bills should be GST Invoice. Without GST bills will not be considered for payment/reimbursement.
2. All payments will be made through RTGS to Parties/Co./Agency only.

All above instructions are mandatory.

(Signature)
(Acting Principal) 30/10/18

Copy to:

1. Teaching Staff's room Notice Board
2. College's website