



1961 - 2021

**Sri Venkateswara College  
(University of Delhi)**

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02<sup>nd</sup> February, 2022

**NOTIFICATION**

This is for information to all concerned that the competent authority has decided that for all kind of purchases, going forward, it will be mandatory for all departments/offices to seek administrative as well as financial approval (of approximate expenditure) for any expense.

Therefore, all concerned are hereby informed to follow the above-mentioned requirement while submitting their request for any purchase.

Active cooperation of one and all shall highly be appreciated.

*C. Sheela Reddy*  
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R. C. 2/2/22

Copy forwarded for information and necessary compliance to:- Teacher-in-Charge/ Admission-in-Charge of the respective departments, Administrative Officer/ Section Officers (Administration & Accounts)/ P.A. to Principal/Dealing Assistants (Administration & Accounts)/ All concerned/ College Notice Board/ College Website/ File.