

Prof K. Chandramani Singh  
Acting Principal

Ref No: SVC/Acs/2023/PI 5200

31<sup>st</sup> October, 2023

**NOTICE**

The students may contact the office of the Section Officer (Accounts) for the issuance and attestation of requisite Certificates/Documents **between 10:00 AM and 1:00 PM** on all working days (i.e. excluding Saturday/Sunday/any other government holiday(s)), **at the designated counter only**, ensuring that all supporting/necessary documents have been submitted along with the application. **The required Certificate(s)/Document(s) may be collected one day after the date of submission.**

**In case of emergency, the Section Officer (Accounts) may be contacted along with a written representation and valid proof of the ground on the basis of which immediate action is to be initiated by the Accounts Section, within the stipulated period.** If the grievance is still unattended, Administrative Officer/Bursar/Principal may be contacted for redressal of the same.

All concerned are requested to adhere to the above schedule for smooth functioning of the Department/Section. Active cooperation of one and all shall highly be appreciated.



प्राचार्या  
Principal  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

**NOTE:-**

1. Particulars of the student given in the form should correspond with those appearing in the statement issued to him/her from time to time. The application and all certificates/documents must be signed by student and in no case by someone else on his/her behalf.
2. **In case, it is not possible for the students to collect the requisite certificate/document in person, they may authorize any person with their consent to receive the same on their behalf. A valid Photo ID of both the candidate and the nominee is mandatory.** If required by post, the student shall enclose a self-addressed envelope with requisite postal charges as applicable for the same.
3. Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University ([www.du.ac.in](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information
4. Information given only on the University website ([www.du.ac.in](http://www.du.ac.in)) or Sri Venkateswara College ([www.svc.ac.in](http://www.svc.ac.in)) shall be considered official.
5. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in). Any addendum/corrigendum shall be posted on the college website only.

**Disclaimer** :- The information as displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

Copy forwarded for information and necessary action to the Bursar, Teacher (s) -in-Charge/Coordinators of the respective departments, Section Officers (Accounts & Administration), Principal's office, Dealing Assistants/Hands (Accounts, Administration & Establishment), All Concerned, College Website; and File.



अनुभाय अधिकारी (लेखा)  
Section Officer (Accounts)  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
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