



श्री वेंकटेश्वर कलाशाला
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
(दिल्ली विश्वविद्यालय)
University of Delhi



प्रोफेसर वज्जला रवि
प्राचार्य

Prof Vajala Ravi
Principal

Ref No : SVC/Acs/2024/P/9307

27th December, 2024

Guidelines while processing the bills

Kindly note that, in the context of events scheduled for the upcoming semester, the following practices must be adhered to:

1. Payments for honorariums and travel allowances will be processed through the college office. To facilitate this, Bank Account Details and the PAN number will be requested from the guests (a template of the letter is provided below). These details should be sent to the Accounts Section at the earliest to expedite payments. (**Ensure TDS is applicable**).

2. Payments for prizes for event winners will also be processed through the college, and relevant details will be requested from the winners.

3. Please ensure that all bills are addressed to "The Principal, Sri Venkateswara College, University of Delhi, New Delhi". All invoices should be properly maintained, and if there is a designated format for invoicing, it should be followed.

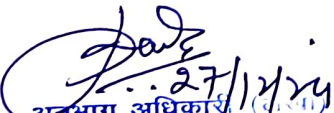
4. Regarding the purchase of goods and services, the GSTIN number of the seller must be included on the bill. The GSTIN Registration number of the buyer (Sri Venkateswara College) is **07AAAGS0101D3Z0**, and it must also be mentioned on the bill. Additionally, the vendor must be an active taxpayer, and this can be verified through the GST portal using their GSTIN number. If the vendor is exempt from GST, they must provide a certificate confirming this exemption, as per existing provisions. If the vendor's turnover is below the GST threshold, their PAN number must be collected.

5. Stakeholders are advised against procuring goods or services through e-commerce websites like Flipkart, Amazon, Blinkit, etc. If this is unavoidable, the purchase must be certified by the Convener of the respective event.

6. Payments to the college cafeteria and tent service providers must be made directly through the college office, using your designated allocation. Do not make any cash payments to them. Payments will be made from the allocated funds after appropriate deductions.

7. All mementos must be procured from Khadi Bhandar, KVIC outlets, or similar handloom stores, as per the UGC/MHRD notification forwarded to colleges by the University of Delhi. Please ensure compliance. (Promote Khadi & Rural Livelihoods). In addition to Khadi Gramodyog Bhawan at Connaught Place, the nearest Khadi outlet is located at Shop 1, Sector 8, R.K. Puram Market, where stoles and shawls are available at reasonable prices.

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27/12/24
अनुभाग अधिकारी (अ/अ) /
Section Officer (Accounts)
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21


27/12/24
BURSAR
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021


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

8. **Purpose-specific expenditure:-** Grants must be used strictly for the purpose for which they were sanctioned. For example, funds allocated for purchasing laboratory chemicals and glassware should only be used for that purpose and not for other activities or festivities.

9. **Mobilization of sponsorships:-** Students and faculty members are reminded that the acceptance of cash sponsorships is not permitted. Sponsorship payments must be made via cheque, draft, or NEFT/RTGS in the name of "The Principal, Sri Venkateswara College, New Delhi." Prior permission from the Principal is required, and the cheque/draft must be deposited into account number 136210011005005. Proof of deposit must be kept for proper allocation to your Society.

10. While in-kind prizes are permissible to a limited extent, please note that when a tent is required, payment must be made as per the fixed amount set by the Accounts Section.

11. Keeping accurate records of events is crucial for the institution's ranking process. While organizing successful events is important, submitting event reports that capture the essence of the event is equally essential. Documentation in collaboration with IQAC is highly encouraged.

12. As an institution receiving substantial financial support from the Government of India, the college must comply with the financial rules and regulations issued from time to time.

13. To avoid complications, please ensure that goods are purchased with proper invoices that include applicable taxes, rather than seeking lower prices without proper documentation.

14. Please allocate sufficient time for organizing and preparing events. Avoid leaving preparations to the last minute to prevent administrative or financial issues.

15. Each bill/invoice must be signed by the President, Secretary, Treasurer, and the Convener/Faculty/Event-in-Charge of the respective event.


16. The office of the Section Officer (Accounts) will promptly notify stakeholders in writing regarding any objections to avoid unnecessary delays in clearing bills.

17. The Accounts Section is always available to support the academic, corporate, and extracurricular activities of the college. Kindly adhere to the guidelines to ensure smooth and hassle-free bill clearance.

Active cooperation of one and all shall highly be appreciated.

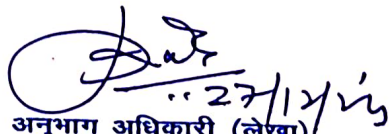

27/1/24
अनुभाग अधिकारी (लेखा)
Section Officer (Accounts)
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21


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धौला कुआँ, नई दिल्ली / Dhaulta Kuan, New Delhi-21

Encl:- As above

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


27/1/24
अनुभाग अधिकारी (लेखा)
Section Officer (Accounts)
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
दिल्ली विश्वविद्यालय / University of Delhi
धौला कुआँ, नई दिल्ली / Dhaulta Kuan, New Delhi-21



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श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
(दिल्ली विश्वविद्यालय)
University of Delhi



Date:-----

Format - E-mail or letter to the Guest Speaker

Thanks for accepting our invitation and agreeing to be a guest speaker at the Conference organised by the Department of-----
on -----at-----AM/PM in the
Sri Venkateswara College, University of Delhi, Dhaula Kuan, New Delhi-110 021. For the transfer of an honorarium, please provide the following details:-

1. NAME OF THE ACCOUNT HOLDER : -----
2. NAME OF BANK : -----
3. BANK BRANCH NAME : -----
4. ACCOUNT NUMBER : -----
5. IFS CODE : -----
6. PAN NUMBER : -----

Thanking you,

Yours Sincerely

(Signature of the Convenor, Organizing Committee)

Name :-----