



# SRI VENKATESWARA COLLEGE

(University of Delhi)  
NAAC Grade A+



Ref No : SVC/Acs/2022/PI 860

05<sup>th</sup> July, 2022

## Office Memorandum

This is for the information of all concerned that serial number and page number of stock register shall mandatorily be recorded on the GeM portal, as per requirements.

In view of the above, all Teachers-in-Charge/ Coordinators/ Section Heads of the respective departments are requested to provide the necessary information along with the bill(s) to the office of the Section Officer (Accounts) within the stipulated period for the needful.


Your cooperation is most solicited.

*C. Gula Laddu*  
PRINCIPAL

Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

*Shri [Signature]*

Copy forwarded for information and necessary action to the Vice-Principal/Bursar/Convener-Purchase Committee, Administrative Officer, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), All concerned, College Website; and File.

	श्री वेंकटेश्वर महाविद्यालय Sri Venkateswara College (दिल्ली विश्वविद्यालय) (University of Delhi) (लेखा विभाग) (Accounts Section)
डापरी संख्या/Diary No. ....	860
दिनांक/Date .....	05/07/22