

Date: 08-09-21

**Sub: Regarding Horticulture expenditure after reopening of the University.**

This is to bring to your kind notice that after reopening of the university the undersigned expenses spent on Petrol and Blades for Lawn cutting in the university. The total bills date wise mentioned below and also attached at (1/c to 6/c) for your kind reference.

S.No.	Date of purchase/Repair	Item	Qty	Amount Rs.	Total In Rs.
1	03/06/21	Blade V 216 (Honda Grass Cutting machine)	2	950+50 (Conveyance)	1000/-
2	14/06/21	Petrol	10 Ltr		1000/-
3	14/06/21	Petrol	10 Ltr		1000/-
4	19/07/21	Petrol	10 Ltr		1000/-
5	05/8/21	Petrol	10 Ltr		1000/-
6	03/9/21	Petrol	10 Ltr		1000/-
				Total	5,000/-

Submitted for your kind approval.

*Sarika*  
Sarika 09/9/21

Astt. Warden, Krishna Hostel

Chief Warden *Shubli Arora*

Registrar *15/9/2021*

*A.F.O. @ Anils 13/9/21*  
*A.F.O.*

1) that all the bills examined & found by the appropriate authority needs to be verified by the appropriate authority.

2) At Approval of the Competent Authority taken reqd.

3) Submit the proposal accordingly. File be forwarded to Chief Warden for n.a.H.

*A.F.O. @ Anils 27/9/21*

Chief Warden (Hostel)

*[Signature]*

Mr. Sarika B...

16DTUW/KH/2021/356  
09/09/21

10/9/21  
13/9/21

Diary No. 607 Dated: 09/09/21  
Accounts Branch 27-5-2021  
India Gandhi Technical University for Women  
Kashmere Gate, Delhi-110006

**Subject: - Procurement of Horticulture Items for IGDTUW**

Planning Branch has received a letter of even number dated 16.01.2020 from the gardeners of IGDTUW with a request to provide the following horticulture related items to carry out the routine horticulture activities smoothly. (Placed opposite at Pg. 9/c): -

Sl. No.	Item	Quantity/Size
1	Cow-dung compost	01 truck
2	Okhla compost	01 truck
3	Soil for pot	01 truck
4	Pot of 12 inch size	400 nos.
5	Pot of 10 inch size	400 nos.
6	Concrete Pots of 24 inch size	50 nos.
7	Pipe of 1 inch size	30 metres
8	Plastic plates for placing under pots	800 nos.
9	Red colour samosam sack/red paint for pots	02 nos. BNO
10	Spud (Khurpa)	06 nos.
11	Cutter (Katiya)	03 nos.
12	Greenery cloth for Nursery	100m <sup>2</sup> 200 metres
13	Electric Chain Saw	01 no.
14	Big Scissor for cutting hedges	02 nos.

In view of the above, if agreed to, the facts may be brought to the knowledge of Hon'ble Competent Authority and a request can be made to accord Administrative Approval for procurement of the above mentioned items.

Submitted please.

*(Signature)*  
 (D.P. Singh)  
 Section Officer (Plg. & Dev.), IGDTUW

Registrar/Dean (P&D), IGDTUW

*ATA may kindly be accorded.*

*Hon'ble VC*

*AA accorded.*  
*(Signature)*  
 27/1/2020

*Registrar*  
*SD (Plg)*

*(Signature)*  
 29/1/2020

*Please check the availability of above items in C&M & etc*

*(Signature)*  
 12/2/2020

*PO*  
*APD*  
*(Signature)*  
 13/2/2020

*25/1/20*  
*27/1/20*  
*30/1/20*  
*12/2/20*  
*14/2/20*

*80*  
*60*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*  
*✓*

Subject: Purchase of horticulture items for the occasion of the 1<sup>st</sup> Convocation ceremony of IGDTUW

Indira Gandhi Delhi Technical University for Women is going to celebrate its first Convocation ceremony since its inception in 2012 on the 18<sup>th</sup> of December 2018. As this grand occasion is envisaged to make a lasting impact on the education fraternity, it is proposed that the horticulture items mentioned in Table A may be purchased in order to enhance the beauty of the venue i.e., the IGDTUW campus and give it the required facelift.

Table A

Sri. No.	Plant name	Specification	Quantity (nos.)
1	Areca Palm	4-5ft. full foliage	150
2	Araucaria Cookie	3-3.5ft. healthy stem with full foliage	150
3	Hanging potted plants	Shade loving with rich foliage	75
4	Hanging potted plants	Sun loving with rich foliage	75
5	Hanging potted plants	Seasonals in assortment of flowering plants including chrysanthemum, pansy, petunia, salvia etc.	150
6	Seasonal potted plants	Assortment of flowering plants including chrysanthemum, pansy, petunia, dianthus, dahlia, salvia etc.	300

To further deliberate on the possibility of purchase of the said items, it is proposed that a committee may be constituted by the competent authority.

Submitted please.

*[Signature]*  
 Ar. Jahnabi Kalita  
 In charge, horticulture  
 IGDTUW

Hon'ble VC, IGDTUW

⑤ Purchase officer to explore the availability on GEM portal at first instance.  
*[Signature]*  
 5/12/18

*[Signature]*  
 06/12  
*[Signature]*  
 2/12/18

PO  
 DPO  
 APO



**Indira Gandhi Delhi Technical University For Women**  
(Formerly Indira Gandhi Institute of Technology)  
Kashmere Gate, Delhi-110006

F.No. 116/HF/IGDTUW/Horticulture Expenditure/2021

Date:21-10-21

**Sanction Order No.1**

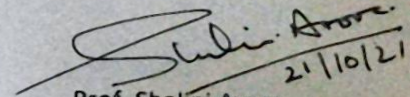
Approval of the Competent Authority is hereby conveyed for expenditure sanction of Rs. 5000/- (Rupees Five thousand only) on account of payment of Horticulture Expenditure on lawn maintenance, IGDTUW as per the bills enclosed list.

This sanction has been accorded in exercise of the financial power delegated to the Vice-Chancellor of Indira Gandhi Delhi Technical University for Women duly approved by Board of Management of IGDTUW and in consultation with the accounts functionaries of the University. The expenditure involved on this account would be debatable to the under mentioned Head of Account for the Yester 2021-22 under Demand for Grant No.6.

**Head of Account:**

2203 Technical Education 00 112 49 Grant – in aid to Technical University for Women 49 00 31 Grant – in aid General for the Financial Year 2021-22.

This issue with the prior approval of Competent Authority.

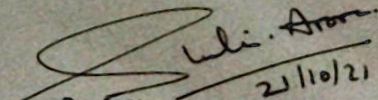
  
21/10/21  
Prof. Shalini Arora  
Chief Warden, IGDTUW

Date: 21-10-21

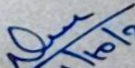
F.No. 116/HF/IGDTUW/Horticulture Expenditure/2021

Copy to:

1. The AFO, IGDTUW, Kashmere gate, Delhi-110006
2. The Sr. A.O. LFA Audit, Directorate of Audit, Delhi Sachivalaya, Delhi.
3. The Sr.. Audit Officer, /o AG (Audit) AGCR Building, New Delhi.
4. The DDO, IGDTUW, Kashmere Gate, Delhi-110006
5. Guard File.

  
21/10/21  
Prof. Shalini Arora  
Chief Warden, IGDTUW

Diary No. 515 Dated: 21/10/21  
Accounts Branch  
Indira Gandhi Delhi Technical University for Women  
Kashmere Gate, Delhi-110006

  
21/10/21



**Indira Gandhi Delhi Technical University For Women**  
(Established by Govt. of Delhi vide Act 09 of 2012)  
(Formerly Indira Gandhi Institute of Technology)

File No. IGDTUW/PG/2019/341

Dated: 20-1-2020

**SANCTION ORDER**

Sanction of the Competent Authority is here by conveyed for incurring an expenditure of Rs.1,35,000/- (One Lack thirty five thousand only) towards procurement of fifty (50 no) Iron Stand for IGDTUW Hostel premises. The Payment is to be released to M/s Anshul Singh against their GSTIN No-07DBSPS3742D1ZB.

The expenditure of Rs.1, 35,000/- involved is debitible to the IGDTUW Hostel Welfare Fund, for the year 2019-20.

This issue with the prior approval of Competent Authority vides Dy. No. IGDTUW /CD&DS/ 1941 dated 25-11-2019.

*R. Gadi*  
(Dr. Ranu Gadi)  
Chief Warden  
IGDTUW Hostel

F. No. IGDTUW/PG/2019/341

Copy to:

1. The DFO/AFO/DDO, IGDTUW, Kashmere Gate, Delhi.
2. The Sr. A.O., LFA Audit, directorate of Audit, Delhi Sachivalaya, Delhi.
3. The Sr. Audit Officer, O/O AG (Audit), AGCR Building, New Delhi.
4. The Cashier / bill clerk, IGDTUW, Kashmere Gate, Delhi.
5. PS to Vice Chancellor, IGDTUW
6. PA to Registrar, IGDTUW
7. Guard File.

*RIO*

Bill with bank detail not enclosed

*Afo Anshul*  
21/1/2020

Chief Warden  
21/1/2020

*R. Gadi*  
22/1/2020  
Asst. Warden

IGDTUW 14/2020 376  
21/01/2020

1903/AIC/341/2020  
21-1-2020