



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University, Katra

SMVD University, Katra – 182 320 (J&K)

Email: registrar@smvdu.ac.in

No. SMVDU/Adm/Estt.-FA/24/2346-53

Dated: 3rd January, 2024

OFFICE ORDER

Sub - "Grant of permission for purchase of Laptop with financial assistance from PDA"

With reference to an application submitted by Dr. Kapil Chopra, Assistant Professor, School of Mechanical Engineering duly forwarded by Head, SoME & Dean, FoE and recommended by Committee constituted to review the requests received from the faculty member(s) for grant of PDA and as approved by the Competent Authority, Sanction is hereby accorded in his favour for purchase of 'Laptop', out of his PDA (Professional Development Assistance) from the block period of 03 years 2023-26 and FY 2023-24, subject to a maximum of 70,000/- as per University rules.

Further, the above purchase shall be done in strict adherence to GFR 2017 regulations and as per specification approved and notified vide Notification no. SMVDU/S&P/ITC-PC, LAPTOP/2023-24/414-18 dated: 16/08/2023.

Dr. Kapil Chopra shall submit a copy of Invoice, GR Sheet & Inspection report to Establishment wing for records. He must submit the re-imburement request by or before the 10th of March of the current financial year, otherwise, the order issued w.r.t. financial assistance under PDA be considered as null and void and no financial assistance shall be provided to him.

Registrar

AR (O.A.)

Copy to: -

1. Dean, FoE, for information.
2. Dean (AA), for information.
3. Head, SoME, for information.
4. Finance Officer, for information & needful please.
5. AR (VC Sect.), for kind information of the Hon'ble Vice-Chancellor.
6. DR (Store & Purchase), for information & needful, as per GFR 2017 regulations.
7. Concerned: Dr. Kapil Chopra, Assistant Professor, SoME.
8. I/c Website, for uploading on the University Website.
9. Office Order file.
10. Personal file of the concerned.