



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

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Ref. No.: SMVDU/S&P/SoME/ 2024-25/ 310-15

Date: 27th May 2024

OFFICE ORDER

Sub: "Visit of Service Engineers at School of Mechanical Engineering "

With reference to note of Head I/c, School of Mechanical Engineering and as approved, Sanction of the Competent Authority is hereby accorded for the following:

1. Visit of Mr. Pawan, Service Engineer M/s Shivam CNC Solutions, Ludhiana on 27th & 28th May 2024 along with one Assistant for repair/service on CNC Turning Centre in Production Engineering Lab at School of Mechanical Engineering, SMVDU.
2. Payment of Labour/ Repair Charges @ Rs. 5000/- (Rupees Five thousand only) per day i.e Rs. 10,000/- (Rupees Ten Thousand only) for 2 days plus 18% GST extra.
3. Local Hospitality in University Guesthouse, One Room with food on complimentary basis.

Head I/c, School of Mechanical Engineering shall also submit a report on Service Engineer's visit to the Registry for perusal of the Competent Authority.

All expenses shall be debited to the Head "Departmental Expenses-SoME" for FY 2024-25.

This issues with the approval of the Competent Authority .


Registrar

Copy to:

1. Dean, Faculty of Engineering, for information.
2. Finance Officer, SMVDU, for information .
3. Prof.(Dr.) Balbir Singh, Faculty I/c PE Lab, for information & coordinating the repair /service of CNC Turning Machine.
4. Head I/c, SoME, for information & compliance .
5. Faculty I/c, Guest House, for information & compliance.
6. AR to VC, for the kind information of Hon'ble Vice-Chancellor.
7. Office Order file.
8. Concerned file.