



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
SMVD University, Katra – 182 320 (J&K)
Email: purchase@smvdu.ac.in

No. SMVDU/S&P/GeM Training/2025/064-7

Dated: 21 April 2025

OFFICE ORDER

As approved by the Competent Authority, sanction is hereby conveyed for conduct of **One Day Hands-On Training Session on JK Tenders e-Portal** on 25-04-2025 at SMVDU by **Mr. Deepak, NIC UT of J&K** as per the schedule mentioned here under ;

Training Schedule		
Registration	10:45 am to 11 am	All participants
Inaugural session	11 am to 12 noon	1. Inaugural address by the Finance Officer SMVDU 2. Felicitation of the resource person 3. Session Introduction by the Resource Person Mr. Deepak
Tea Break	12 noon to 12:15 pm	Outside LT-03
Resumption of the Session	12:15 pm to 01:30 pm	Resource person - Mr. Deepak from NIC
Lunch Break from 1:30 to 2:30 pm		
Hands on Training and Question Answer Session	2:30 pm to 4:00 pm	Resource person - Mr. Deepak from NIC
Valedictory	4:00 pm to 4:15 pm	1. Valedictory Speech by Registrar, SMVDU 2. Vote of thanks

Approval of the Competent Authority is also conveyed for the following;

- i) Providing pick up and drop from Jammu to the University and back, on complementary basis, to the Resource Person.
- ii) Use of LT-03, for the above Training Session.
- iii) Guest House to provide tea & refreshments for 80 pax [serving of tea and refreshments to all the participants] from 12 noon to 12:15 p.m along with provision of water during the training. Total approved budget: Rs.4800/-. [@ 60/- per pax]
- iv) Providing of Special VIP Lunch for 05 no. people, including the resource person and accompanying officers in the University Guest House. Total approved budget: Rs.1250/-. [@ 250/- per pax]
- v) PRO & Media cell to ensure good publicity of the event
- vi) AVP Cell shall provide audio-video facilities.
- vii) Establishment wing shall issue a circular for information of all concerned to attend the aforesaid training session, especially Heads of all Schools along with their dealing assistants, all PIs [having budget allocations], Heads of Sections/Common Facilities, administrative staff of the Engineering wing, all DRs, ARs & SOs, and AAO, for whom it is mandatory to attend the above training.
- viii) To issue digital certificates to all participants.
- ix) Providing souvenir to the guest [Shri Mata Vaishno Devi Photos with LED] from central stores.


Registrar
2

Copy to:

1. Finance Officer, SMVDU for information.
2. University Engineer, SMVDU for ensuring un-interrupted electric supply in LT-03 during the entire training session.
3. I/c Guest House for providing needful facilities.
4. I/c Publication & Media Cell and PRO w.r.t. the coverage of the training session both in print & electronic media.
5. I/c AVP Cell for information & deputing the concerned for providing the adequate the audio / video facility during the training session.
6. I/c Transport for providing transport facility.
7. AR to VC, for kind information of the Hon'ble Vice-Chancellor.
8. I/c. Website, for uploading on the University Website..