



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY  
Kakryal, Katra – 182320 (J&K)  
(A State University Recognized u/s 2(f) & 12(B) of UGC Act, 1956)

No: SMVDU/R&D/25/1618-1625

Dated: 08.07.2025

**Notification**

**Subject: Grant of Permission for purchasing items under Contingency Grant**

With reference to the request submitted by Ms. Ananya Mahajan (Entry no. 24DSE006), Ph. D. student of School of Economics duly forwarded by her Supervisor, Head SoE and Dean FoM, approval of the Competent Authority is hereby accorded in favour of the Ph. D. student to purchase the items for her research work amounting to Rs. 12000/- out of her annual contingency grant of Rs. 12,000/- for the 1<sup>st</sup> year subject to the availability of funds.

Also, she shall ensure to procure the items as per list enclosed strictly as per General Financial Rules (GFR) 2017, as notified vide no. SMVDU/R&D/21/4311-4316 dated 09.08.2021 and submit bills in original with geo-tagged photographs, inspection report, duly entered in the school as well as central stores stock register, for final settlement to the Finance Wing at the earliest

This issues with the approval of the Competent Authority

*AA* 08/07/2025  
Dean (R&D)  
*AA* *8*

**Copy to:**

1. Registrar SMVDU for information
2. Dean, FoM for information
3. Head SoE for information
4. Dr. Arif Billah Dar, Assoc. Prof., School of Economics/Ph. D. Supervisor of the student, for information
5. Assistant Registrar, Vice Chancellor's Secretariat, for kind information of the Hon'ble Vice Chancellor.
6. I/c website for uploading on the University website.
7. Concerned student for information
8. Concerned file.

S.No	Product Name	Quantity	Est. Cost
1.	JK Computer A4 paper	6	Rs 375/- 6×375= 2250/-
2	Reynolds Racer gel pen (Blue)	6	Rs 15/- 6*15=90/-
3	Reynolds gel pen (black)	2	Rs 15/- 2* 15= 30/-
4	Reynolds gel pen (Red)	2	Rs 15/- 2* 15= 30/-
5	Parker 0.5 mm Blue Gel Based Ink Metal Capped Rollerball Pen	1	Rs 300/- 1*300= 300/-
6	Pilot Blue Ink Gel Pen	5	Rs 80/- 5*80= 400/-
7	Reynolds Trimax Gold Refillable Fluid Ink System Pen	2	Rs 90/- 2×90= 180/-
8	Apsara Pencil	10	Rs 10/- 10*10= 100/-
9	Faber-Castell Permanent highlighter Pen (Yellow Colour)	1	Rs 25/- 1×25= 25/-
10	Camlin Permanent highlighter Pen (green Colour)	1	Rs 26/- 1×26= 26/-
11	Luxor Permanent Pen (Black Colour)	2	Rs 30/- 2*30 = 60/-
12	Diary	2	Rs 220/- 2×220= 440/-
13	045 Reynolds Fine Carbure pens	40	Rs 10/- 40*10= 400/-
14	Laptop office bag for Dell laptop	1	Rs 700/- 1*700=700/-
15	Sticky Notes	5	Rs 40/- 5*40= 200/-
16	Notepad stand	2	Rs 25/- 2*25= 50/-

17	Note Pad	5	Rs 20/- 5*20= 100/-
18	Notebooks (Classmate A4 size)	4	Rs 165/- 4*165= 660/-
19	Sharpner (pack of 20)		Rs 100/- 20*5= 100/-
20	Eraser (pack of 20)		Rs 100/- 20*5= 100/-
21	Reynolds Correction pen	2	Rs 30/- 2*30= 60/-
22	Drawing Book	2	Rs 60/- 2* 60 = 120
23	Paper Punching machine	1	Rs 130/- 1*130= 130/-
24	Cello Tape (3/4")	4	Rs 20/- 4*20= 80/-
25	Glue Stick	6	Rs 25/- 6*25= 150/-
26	Pencil box or Stationary Pouch	1	Rs 100/- 1*100= 100/-
27	Spiral Binding	10	Rs 210/- 10*210= 2100
28	Printing + Xerox		Rs 400/-
29	Epson Printer cartridge (Black, yellow, cyan, magenta)		Rs 280/- 4*280 = 1120/-
30	Mouse	1	Rs 200/- 1* 200= 200/-
31	File folder	1	Rs 100 1* 100= 100/-
32	Norton 360 Deluxe Antivirus Software for windows 11	1	Rs 1199/- 1* 1199= 1199/-

Total Estimated cost			Rs = 12000/-
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