



Directorate of Lifelong Learning (DLL)

University of Kashmir

NAAC Accredited Grade "A"



NOTES:

No: F DLL/KU/

Dated:

Bill Expenditure related one day
Sub: submission of Bills related to the Henna Designing Workshop organised by Provost Girls Hostel in collaboration With Directorate of Lifelong Learning University of Kashmir held on 02.12.2022 at Bibi Amina Girls Hostel University of Kashmir.

The Directorate organised one day Henna Designing Workshop organised by Provost Girls Hostel in collaboration With Directorate of Lifelong Learning University of Kashmir held on 02.12.2022 at Bibi Amina Girls Hostel Girls Hostel with the vision to ensure overall development of boarders during their stay at hostels. In this connection, the undersigned have collected the bills related to the one day function the description of which is as under:

S. No	Description	Assignment	Amount	Bill No / Invoice	Paid to / Payable to
1.	AL AYED GLOBAL CUISINE Mir shopping complex Hazratbal main chowk Batpora Srinagar.	Refreshment	Rs 1100/=	00153	Payable to AL AYED GLOBAL CUISINE Mir shopping complex Hazratbal main chowk Batpora Srinagar
2.	AL AYED GLOBAL CUISINE Mir shopping complex Hazratbal main chowk Batpora Srinagar.	Refreshment	Rs 2100/=	00154	Payable to AL AYED GLOBAL CUISINE Mir shopping complex Hazratbal main chowk Batpora Srinagar
3.	Ms. Madina Tahirul Madina	Honorarium as Expert	Rs 1200/=	Nil	Payable to Ms. Nighat
4.	Ms. Seerat	Honorarium as Expert	Rs 1200/=	Nil	Payable to Ms. Seerat
5.	LandsCape Division	Flower pot charges	Rs 600/=	141	Coordinator ULD University of Kashmir
6.	Mr. Waseem Hassan Raja	Arrangement of henna cones etc In view of short of time and need of workshop.	Rs 2400/=	108064	Payable to Mr. Waseem Hassan Raja
Total Amount			Rs 8600/=	Eight thousand six hundred only.	

Since the agency is pressing hard for the payments it is therefore requested to kindly release the amount to the above-mentioned Firm/ agencies / persons by debit to the budget allocate for the above said function.

The Expenditure of Rs 8600/= may be authorised out of the local fund of the Directorate which has already stands authorised by the competent authorities of the University on 11/11/2022. (Note copy enclosed)

Director

Waseem Hassan Raja
Project Office

Approved for payment
4/12/23

Certified & verified
Provost, KU

2) Since this was a collaborative venture, the bill may be sent to the Provost

4/12/23

(2)

The Competent Authority have been approved one day work shop "Henna Designing" organised by Provost Girls Hostel in Collaboration with Directorate at Bibi Aamina Girls Hostel University of Kashmir. The workshop has been successfully conducted by Directorate an amount of 8600/- Eight thousand six hundred has been incurred by the Directorate on above mentioned given at N.P.O.

The claims/bills received by concerned have been verified and found in order, supply order Stock entry made from S. No-01 to S. No. 06 as given o/s of Note para 01.

In view of above the Director is requested to kindly authorise of amount of Rs 8600/- (Eight thousand and six hundred only) in favour of below concerned firm/concerned programme in charges Mr. Waseem H. Raja P.O. who have expenditure from his own pocket to Red Relief of payment/prepare cheque.

S. No	Name of Firm	bill and date	Amount
01-	M/s Al ajeel Global cuisine	00153	1100=00
	M/s Shopping Complex Hazratbal.	12-12-2023.	
02-	do	00154	3200- 2100=00
		06-12-2023.	
03-	MS. Fahirul madina	344 bill d.	1200
04-	MS. Seerat	Instructor	1200
		141	600
05-	Co-ordinator U.L.D.	108064	2400
06-	Mr. Waseem H. Raja.	01-12-2022	
			total = 8600/-

Submitted for orders

17/01-2023

Director

Approved

HLA
18/01/23

HA

P-T-O Gen on note para.