



SHRI VISHWAKARMA SKILL UNIVERSITY

(A State Skill University, setup by an Act of Legislature in 2016)

CIRCULAR

In continuation to circular no. SVSU/22/Acts/158 dated 04.04.2022 and mail dated 07.06.2022 regarding the procedure/ rules as per HCS TA/ DA rules 2016 to be followed by claiming the TA/ DA bill by the employee/expert/ processing department, this is to inform that:

1. in case of any deviation from standard practice special/prior approval of competent authority should be taken as per HCS TA/ DA rules 2016
2. the approval of claimed amount should be taken in figures and words by the concerned HODs for all kinds of payments.

This is in concurrence with the Competent Authority.


Deputy Registrar
Accounts Department

Endst No. SVSU/22/Acts/ 205-209

Date: 02/07/2022

Copy of the above is forwarded to the following for information and further necessary action.

1. All Deans/ HODs of SVSU.
2. OSD to Vice-Chancellor (for kind information for the Vice-Chancellor, SVSU, Gurugram)
3. PA to Registrar (for kind information of the registrar, SVSU, Gurugram)
4. In-charge IT cell to upload on University Website and E-office
5. Office Copy, Accounts Branch


Assistant
Accounts Department