

Disability sensitizing workshop in collaboration with Saksham  
28 February 2017

List of Participants and Approval letter and Bills attached

1. Dr Sunil Sondhi
2. Ms Puneeta Agarwal
3. Dr Ritu Kohli
4. Ms Shilpa Gupta
5. Dr Amit Pundir
6. Dr Amit Kumar
7. Dr Sushmita Rajwar
8. Dr Gitanjali Chawla
9. Dr Anupama Jaidev
10. Dr Charu Arya
11. Dr Prem Kumari Srivastava
12. Mr Kalpana
13. Dr Maneesha
14. Dr Subodh K Upadhyay
15. Dr Debosmita Paul
16. Dr Vandana
17. Dr Dharmendra Matao
18. Dr Geetika Saxena
19. Dr Natasha
20. Dr Chhavi Bhatnagar
21. Ms Surbhi Babbar
22. Dr Praveen K Pandey
23. Dr Arun Julka
24. Dr Sanjeev K Tiwari
25. Dr Vijeta Pundir
26. Ms Mona Sinha
27. Dr Sangeeta Mittal
28. Dr Niraj K Singh
29. Mr Ganesh Bhatt
30. Dr Satyaprakash
31. Dr Sultan Singh
32. Dr Sudir Rinten



Ms Shilpa Gupta, Teacher in charge EOC

16 February 2017

The Principal,  
Maharaja Agrasen College,  
University of Delhi,  
Vasundhara Enclave,  
New Delhi 110096

*Handwritten notes:*  
Akhil  
Sudhakar  
21/2/17

Dear Sir,

Sub: Observing National Science Day on the theme of Science & technology  
for specially abled persons  
Ref: Diary no. 1575 dated 23.1.17

Adverting to the above, NSS,MAC is celebrating the National Science Day  
on 28 February 2017 in the college premises with a focus on the theme of  
'Science & technology for specially abled persons'.

We wish to organize the following activities on the said day:

A workshop for sensitizing the college community towards the needs and  
challenges experienced by persons with disability. Mr. Satyajeet Singh -  
Manager, Saksham [NGO] , Delhi has agreed to come with his team to  
conduct the said workshop in our college.

We are also in touch with few under -graduate students from the University  
of Delhi who are currently working on projects on the theme of use of  
science and technology for specially abled persons. We wish to invite them  
to our college to demonstrate their projects and their respective utility  
towards making the world more accessible for the specially abled persons.

The details of expenditure for the said purpose are given as under:

Major Expenditure (including honorarium): Rs. 15,000 /- [Rs. <sup>Fifteen</sup>Thirteen  
thousand only]  
Refreshment: Rs. 5000/- [Rs. <sup>Five</sup>Two thousand five hundred only]  
Miscellaneous: Rs. 5000/- [Rs. <sup>Five</sup>Three thousand only]  
Total: 25000/- [Rs. Twenty Five thousand only]

Please note that we have had two such workshops in the recent years to  
sensitize our students towards various forms of disability. However, this

year we wish to make it more inclusive and seek participation from the non-teaching, cleaning and security staff along with the students. We would like to use the ground floor area of the college auditorium for conduct of this workshop.

We look forward to your approval to continue with the said program.

Yours sincerely

Shilpa Gupta  
Assistant Professor  
Department of English  
In-charge, EOC



Maharaja Agrasen College  
Vasundhara Faculty, Delhi - 110006

(to be filled by accounts office)

Voucher No.

Budget Head:

Maintenance A/c

Dev. A/c

Student Societies Fund

Bill Details:

S.No.	Bill No.	Bill Date	Vendor's Name	Amount Claimed (₹)	Amount Cleared (₹) (to be filled by A/c office)
1.		27-2-17	Maithli Stationers	₹ 380	
2.		27-2-17	Maithli Stationers	₹ 230	
3.		23-2-17	Maithli Stationers	₹ 330	
4.		28-2-17	Maithli Stationers	₹ 40	
5.		01-3-17	Maithli Stationers	₹ 40	
6.		02-3-17	Maithli Stationers	₹ 200	
7.		27-2-17	OM Golden Point PAC	₹ 2480	
8.		28-2-17	Honorarium through ECS	₹ 2000	
9.		28-2-17	Honorarium through ECS	₹ 2000	
10.		28-2-17	Honorarium through ECS	₹ 2000	
11.	272	28-2-17	Amrapuram services station	₹ 4394	
12.		27-2-17	Conveyance Bill	₹ 120	
Total (₹)				₹ 19,274	

Total number of pages attached with the form - 20 pages

Check List - Documents Attached: (\* Original Copy)

- \* Requisition (Duly Approved) : Yes / No
- \* Letter for Inviting Quotations : Yes / No
- \* Minutes of the Purchase Comm. : Yes / No
- \* Comparative Statement : Yes / No
- \* Purchase Order : Yes / No
- \* Signed Quotations : Yes / No
- \* Stock Entry (if applicable) : Yes / No
- \* Bill (Amount Verified) : Yes / No
- \* Satisfactory Work Done Report : Yes / No
- \* Joint Certificate : Yes / No
- \* Any Other: ECS Mandate for Honorarium

Details of Advance - Amount (Rs.): ₹ 5000/-

Purpose: National Science Day

10/3/17

Bills Submitted by (Signature)

Remark(s), if any, (by Accounts Officer):