

OFFICE NOTE

No. AN/III/MO/OC/2015-16

Date: 27.08.2015

Sub: Proposal for printing of Visitor's Pass books for use in this office

1. One hundred Numbers of Perforated Visitor's Pass slip books, serially numbered from 1 to 100 were printed during Aug. 2013, at a cost of ₹.36 per book. These books are being issued to Security personnel at each gate. Details of the visitor along with purpose, receiving official and time, is being recorded in a register and pass given to the visitor.

3. The AAO, Single Window in his letter No. SW/Security/Corr dated 26.08.2015 has intimated that the books are about to be exhausted during first week of September. In view of the above, three quotation for printing of 100 books having 100 leaves each, have been obtained from three firms. M/s Sandeepa Graphics has quoted ₹.40/- per book, which has emerged as L-1. Quotations are placed below in originals for kind perusal of CDA. The last procurement price during Aug. 2013 has been ₹.36 per book. The cost of proposal works out to ₹.4000/-.

4. If agreed to, CDA may sanction ₹.4000/- (Rupees Four thousand only) towards above proposal.

Submitted for consideration, please.

31/9
AAO (AN)

~~SAO (AN)~~

CDA may kindly consider sanctioning
₹ 4000/- towards printing of Visitor's
Pass as proposed by Single Window Sn.

31/9
SARLAN

~~20/9/15~~ Consumption pattern is 3-4 books in week &
10/15 left in stock. CDA may consider sanctioning
the amount for printing the required numbers.

04/9

CDA-1 20/9/15

R5AN3B163

CL Regd: 07
SL NO. 91

20/11/15

In lieu of IAFA-115(SMALL)

CONTINGENT BILL

7513
11/15

Expenditure on account of Printing and supply of Visitors pass books. Incurred by CDA Secunderabad, during 10/2015. Authority: AN/III/MO/OC/2015-16, Dated 27/08/2015 SO No: AN/III/1045/OC/MO/15-16, Dt: 07/09/2015 Month's account in which last charge on this account was preferred:

Sl. No.	Date	Details of Expenditure	Amount
01	26/10/2015	Printing and supply of Visitors Pass books	Rs. 4000/-
		Total	Rs. 4000/-

(Rupees Four Thousand only)

Countersigned Rs. 4000/- CDA 19/11/15	 ACDA	 Sr. Accounts Officer(AN)
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Passed Rs. 4000/- (Rupees Four Thousand only & Cheque issued for payment of Rs. 4000/- (Rupees Four Thousand only)

TREASURY

SBI Trimulgherry

RBI Hyderabad

Auditor

NAME OF PAYEE

M/s Sandeepa Graphics
Secunderabad

AAO

AMOUNT

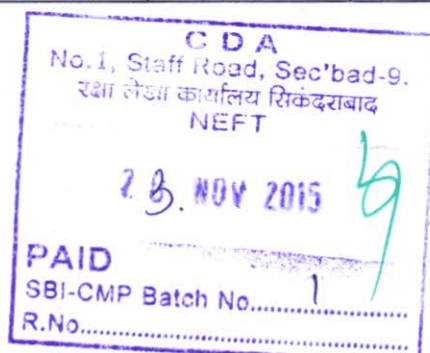
4000/-

AO/SAO

PUNCHING MEDIUM

PUNCHING MEDIUM					
Month	CDA	section	Cls. Vr	Vr. No.	
10	25	500	I		
Classification Code	+ Receipts	- Receipts	Classification Code	+ Charge	- Charge
CB (93/020/91)	4,000		85/094/30	4,000	
	4,000			4,000	

Auditor



AAO