

No.A-11051/02/2015-Estt.
Government of India
Ministry of Urban Development
DIRECTORATE OF PRINTING

Nirman Bhawan, New Delhi
Dated the 2nd July, 2016

To

The Pay & Accounts Officer,
Directorate of Printing,
Ministry of Urban Development,
Jam Nagar House, New Delhi.

Subject: Advance payment for arrangement of 'Farewell Party' in honor of officer/official superannuating- regarding

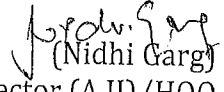
Madam/Sir,

The undersigned is directed to convey the sanction of the competent authority for making an advance payment of Rs. 5,000/- (Rupees Five Thousands only) towards arrangement of a 'Farewell Party' on 29.07.2016 in the Directorate of Printing, Nirman Bhawan, New Delhi. The details of the estimated expenditure are as under:

Sl. No.	Particulars	Amount
i.	Bouquet	Rs. 5,00
ii.	Gift items	Rs. 2,100
iii.	Refreshment	Rs. 2,400
Total		Rs. 5,000/-

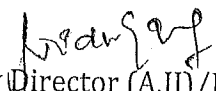
2. The amount may be paid in cash to Shri P. C. Purkait, Assistant Director. (Estt.)/DDO, Directorate of Printing. The accounts will be rendered in due course.
3. The expenditure involved is debitabe under the Head '2058- Stationery and Printing 01- Directorate of Printing 01.01.13- Office Expenses' for the financial year 2016-17.

Yours faithfully,


(Nidhi Garg)
Deputy Director (A.II)/HOO

Copy to:

- i. The Drawing & Disbursement Officer, DoP (HQ);
- ii. Cashier, Directorate of Printing, Nirman Bhawan, New Delhi for necessary action;
- iii. ☒ CDN Section (To upload this Sanction Letter on DoP's website).


Deputy Director (A.II)/HOO