Draft #39 of File Ad B 5. 3/4286/2270/2018 Approved by ESTATE OFFICER ADMINISTRATION on 19-Jan-2026 04:00 PM - Page 1

MAHATMA GANDHI UNIVERSITY, KERALA

Abstract

Administration - Repairing works prior to CF Test in respect of the University Vehicle No. KL 05 AM 2113 - Payment of Rs.96,389/- to M/s.Sreesankara Automobiles, Udayanapuram P.O.,Vaikom, Kottayam towards repairing charges - Sanctioned Orders - Issued.

ADMINISTRATION B 5 SECTION

No. 771/AD B 5/2026/MGU Priyadarsini Hills,Dated: 21.01.2026

Read:-1. Work order No:Ad B5.3/4286/2270/2018 dated 20.12.2025.

2. Invoice No: 216 to 220 dated 03.01.2026 for Rs 96,389/- received from M/s.Sreesankara Automobiles, Udayanapuram P.O.,Vaikom, Kottayam.

ORDER

As per paper read (1) above, M/s.Sreesankara Automobiles, Udayanapuram P.O.,Vaikom, Kottayam was entrusted with repairing works prior to CF test of the University vehicle number bearing KL 05 AM 2113 (Bus).After completing the repairing works the firm vide paper read as (2) has forwarded invoices for Rs.96,389/- for effecting the payment.

The Selection Grade Driver of the University has certified that the repairing works were completed satisfactorily as per the work order.Estate officer has also counter signed in the invoices.Details are entered in the History Register of the said vehicle on page No: 112 to 116.

Sanction has therefore been accorded by the Registrar to pay a sum of Rs.96,389/- (Rupees Ninety Six Thousand Three Hundred and Eighty Nine only) through online transfer to M/s.Sreesankara Automobiles, Udayanapuram P.O.,Vaikom, Kottayam towards the repairing charges and cost of spares for the vehicle KL 05 AM 2113, in full settlement of the claim.

The expenditure shall be debited from the Head of Account "22 101 06 - Vehicle Maintenance" provided in the Budget estimates of the University for the current financial year.

Orders are issued accordingly with the concurrence of the Finance Branch.

The account details of the firm are attached below :

Beneficiary Name : SREESANKARA AUTOMOBILES
Beneficiaries Bank Name : Federal Bank
Account Number : 10960200005471
IFSC NO : FDRL0001096
Branch Name : Federal Bank, Vaikom

JIMSON JOHN

ESTATE OFFICER ADMINISTRATION
For REGISTRAR

Copy To

1.PA to Registrar
2.PA to Finance Officer
3. Joint Registrar 1 (Admin)
4.Audit 1,5 Section
5. Joint Director, Kerala State Audit Department
6.General Cash
7.ADD Section
8.Record section
9.IQAC
10.University Website

Draft #39 of File Ad B 5. 3/4286/2270/2018 Approved by ESTATE OFFICER ADMINISTRATION on 19-Jan-2026 04:00 PM - Page 2