

An Autonomous Institution under UGC

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4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – classrooms, laboratory, library, sports complex, computers, etc.

The Institution has appointed staff for maintaining facilities such as Buildings, Transport, Electrical, Housekeeping, Garden etc. Regular cleaning of College floors, classrooms, laboratories, equipment, and rest rooms are being done by the housekeeping team under the supervision of a floor in-charge. Stock verification and up-keeping of the equipment in all labs and other facilities is done at the end of every year by Lab Incharge and the report is submitted to the Principal through the concerned department of HOD's for further action.

Classroom management:

Classroom being the most primary and important work space, it is managed with proper systems and procedures as recommended by the Management and the University. It is followed keeping in mind the modern teaching learning environment. The classrooms are well equipped with all modern technology like the smart boards, mike systems, and other technologies for better and effective teaching. CCTVs installed in each classroom to make sure of the safety and the security of all students, teachers and equipment. Stock list of assets of Class room property, cleaning and maintenance are done on a regular basis, Annual Maintenance Contract (AMC) of all the modern teaching technology, proper reporting system about repairs and replacements are the basic attributes of classroom management. This also includes the asset management that forms the core in the working of the college.

MECHANICAL MAINTENANCE

The standard procedure followed for service and maintenance of equipment/machinery as follows

- If the equipment/machinery is to be serviced during the warrantee period, the supplier of the equipment/machinery will be intimated about the repair and it will be serviced either in-house or in the supplier premises based on the nature of defect.
- After warrantee period if the equipment/machinery demands service, the technical staff attached to the respective laboratories service the equipment/machinery to the extent possible.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.



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- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase incharge through proper channel (concerned HOD).
- After the items are purchased the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

Maintenance of power house:

Department of electrical engineering deals with power supply and maintenance. Following SOP is followed for uninterrupted power supply in college premises.

- Checking diesel in storage tank daily and Replenishing stock of diesel.
- Checking distilled water level in radiator daily, and if any shortage is found, it is refilled.
- Checking lubricant oil and specific gravity of distilled water of batteries daily.
- Cleaning the Radiator fan belt, generators daily.
- Maintaining load balance in three phases of generators, painting plinths and machines for every one year.
- Registering the number of working hours of each generator.
- Checking earth resistance and watering the earth pits weekly.

Laboratory maintenance:

Regular Upkeep and maintenance of equipment as well as repair of equipment is important for proper functioning of any engineering laboratory. As soon as the complaint is received with details, (including Guarantee Period etc.) following procedure is followed.

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Civil Maintenance

Maintenance of civil works is needed for getting uninterrupted services which facilitate smooth and efficient functioning of the institution. The maintenance of civil works include

- Maintaining cleanliness and sanitation in the campus.
- Repair of frequently damaging components like window glasses, plumbing components, sanitary ware, floor tiles, doors, classrooms, benches, boards, furniture, faculty rooms etc
- Internal roads maintenance.
- Water supply and over head/underground water tank maintenance.

Course of action:

- A request comprising the problem, through HOD and the Principal, has to be received.
- As per the stock availability the problem is attended and resolved
- If any material is required to purchase, to get the approval from the principal for purchase of the same.
- If the cost of the requirement exceeds Rs.10,000/-, approval must be obtained from the management.
- If the work involves more financial support, quotations are invited from the vendors.
- Preparation of the comparative statement and placing purchase order.
- On receiving material, resolving the problem.

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LIBRARY MAINTENANCE - CENTRAL LIBRARY

For overall smooth functioning of the Central Library, it is divided into following five main sections and each section has its unique identity and with defined standard procedures the library works effectively and serves its patrons for information requirements.

- 1. Acquisition/ Processing Section
- 2. Circulation Section
- 3. Serial Section
- 4. Reference Section
- 5. ICT and Digital Section

PROCUREMENT AND STOCKING OF BOOKS:

- The order list shall be prepared on the basis of suggestions of the faculty
- The list shall be forwarded to the principal for approval who makes any necessary changes, approves it and forwards the same to Library for procurement.
- The books are received by librarian from the supplier. An inspection activity will be carried out by librarian to check quantity, Title, Author, etc, as per the invoice.
- The books received by the librarian are entered in the Accession Register (AR).
- After the completion of Accession, due date slip, numbering shall be pasted on internal Title Page of the Book.
- One copy of each title is kept in REFERENCE SECTION duly stamped as REFERENCE copy.

The library of the college has its own mechanisms and system in place to identify the purchases based on the courses offered, check on the facilities to be provided for the students and the staff. Generally, the norms conform to the institutional policies and the policies of the parent body. Yearly statistics for utilization of library resources helps in collection development policy of the library. Withdrawal of books and other reading material which is not useful for current references is done on a regular basis. A GR signed by the Library Committee and Head of the Institute initiates the withdrawal policy.



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Computers Maintenance

Maintenance of computers (Hardware and Software), updating software related to administrative and overall maintenance of campus infrastructure. Annual maintenance contracts for computers, copier machines, software, CCTV, Fire extinguisher, garden, security are in place. Policy is developed to maintain a balanced student and computer ratio, so that all students will be benefited for academic purposes. An external housekeeping service looks after cleanliness on the campus. Website is maintained and updated with the help of external professionals. Policy is developed to keep parents informed about student's attendance via mobile messages assuring safety of the students. The well-defined purchase policy developed by the Management Purchase Committee looks after all the purchases in the college. Institution follows all safety and security norms as required for an educational institution and makes optimal use of all security mechanisms. Safety of girls is specially handled and appropriate measures are taken to make the campus safe for students.

Repairs and maintenance of Computer / Network (LAN) / Projector / UPS / WiFi:

- Service / repair request is placed through SICET Campus Academic Management System, Software developed in house.
- The request will be processed by Incharge.
- Appropriate personnel will be allotted to take up the service / repair work by the Incharge.
- Service request status can be checked through the same system.

Sports:

- The sports committee conducts timely meetings for the purpose of discussing about budget proposal, conduct of Inter collegiate tournaments for each academic year. The order is placed with prior approval of the purchase committee.
- The sports related materials are issued to the students by maintaining an issue/return register which reflects the utility and demand of the items along with the students interests. Subsequently it facilitates the proposals to be made for the next academic years. Students who are selected for the college teams of various events are provided with uniform to participate in the same. Equipment related to various physical activities and sports are updated on a regular basis. The up keeping of the sports items in an efficient way is done through regular monitoring using required work force. This includes all the sports facilities like Gym, Cricket ground, Tennis, Volleyball, Basketball courts etc.,







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Physical Infrastructure:

Classrooms, Staffrooms, Seminar halls and Laboratories are regularly cleaned and maintained by housekeeping staff assigned for each floor. Wash rooms, Boys Common room, Girls Common room and Rest rooms are well maintained and cleaned thrice a day. There is a proper schedule for the maintenance and cleanness of all the rooms and labs. Housekeeping staff maintained the cleanness record in proper format and the same is supervised and checked by the supervisor regularly. Colored dustbins are kept at different location in the College premises for the disposal of wet and dry waste.

Common area, Landscape and garden are regularly cleaned and neatness of the entire premises are regularly executed and monitored. Vehicles are also regularly serviced & maintained as per the service schedule. The campus is under CCTV Surveillance and is supervised by Head-Admin regularly. Head-Admin maintains a stock register for the available assets. Proper inspection is done and verification of stock takes place at the end of every year.

The dedicated team under Head-Admin are involved in the maintenance of campus infrastructure such as furniture repairing, painting, carpentry, plumbing, electricity and other day to day emergency maintenance time to time.

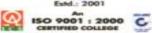
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INVOICE Cell: 9492921015, 9154180005 NANO TECH CIRCUIT LABS POWER SYSTEM TECHNICAL CONSULTANTS Manufacturing, Trading & Servicing of Electronics Lab Equipments (ECE, EEE) B-1486, N.G.O's Colony, Vanasthalipuram, Hyd, Email: kumargvsrk@gmail.com

Invoice No.

Date : 11/17/1.2022

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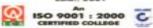
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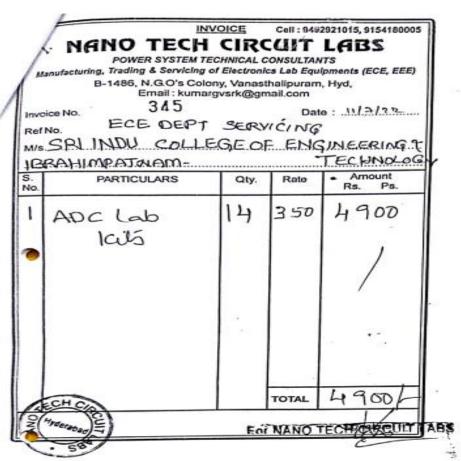
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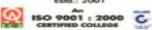
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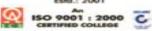
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PAYABLE AT PAR AT ALL OUR BRANCHES IN INDIA

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Sheriguda (Village), Ibrahlmpatnam, Ranga Reddy Dist - 501 510

No. DEBIT VOUCHER Date: 26/9/2028
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Rupees Twonty Six thousand and two fifty Rupery
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Quotation Sub: to Hyderabad Judiciary 040-40007207 984820855

MODERN ELECTRONICS

Bank Street Road, Koti, Hyderabad - 500095, Opposite Ent Hospital

Invoice number:011632 Date: 31/10/2022

To

Sri Indu College of Engineering & Technology

Ibrahimpatnam Mandal, Rangareddy District, Sheriguda, Telangana 501510

S.NO	COMPONENT	QUY	RATE	AMOUNT
1	ARDUINO UNO	12	500/-	6000/-
2	XBEE TX and RX	3 _	700/-	2100/-
3	GSM module	3 -	650/-	1950/-
4	HC05 BLUETOOTH -	3 _	300/-	900/-
5	IR SENSOR	4 [70/-	280
6	LDR MODULE	4 1	60/-	240/-
7	DHT11	4	120/-	480/-
8	SOIL MOISTURE	4 -	90/-	360/-
9	ESP8266 T	2 [350/-	700/-
10	LCD 16*2	8	200/-	1600/-
11	ARDUINO CABLE	12 「	40/-	480/-
12	M-F · FFIM F-F	300	1.5/-	450/-
13	12V-1AMP	4.5	200/-	800/-

GRAND TOTAL:16340/-

1. Goods once sold will not be taken back or exchanged

No guarantee for spare parts

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QUOTATION / ESTIMATE Subject to Hyderabad Jurisdiction

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MODERN ELECTRONICS

BANK STREET, HYDERABAD - 500 095.

DEALERS IN : ALL ELECTRONICS COMPONENTS WIDE RANGE OF : IC'S TRANSISTER, MOSFETS AND DIODES E-mail id-modern_electronics4u@yahoo.com

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1) Goods once sold will not be taken back or exchanged.

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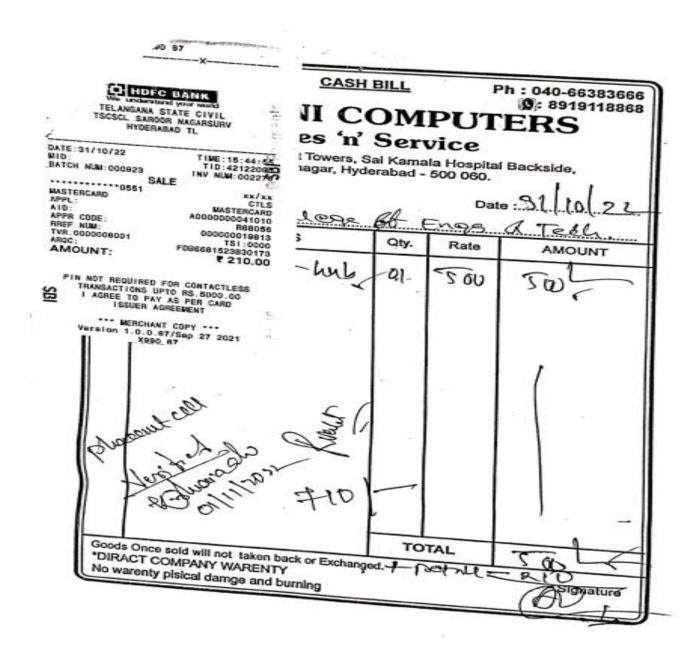
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CASH BILL

Ph: 040-66383666

9: 8919118868

BHAVANI COMPUTERS

Sales 'n' Service

Shop No. 4&5, Ranjit Towers, Sai Kamala Hospital Backside, Dilsukhnagar, Hyderabad - 500 060.

No.	PARTICULARS	Qty.	Rate	AMOUNT
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PRINCIPAL
Sri Indu College of Engineering and Technology
(VIII): 9HEMGUDA-501 540,
(brahimpatnem/M), R.R.Dist.

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TAX INDIVCE / CASH MEMO

BROTHERS संघवी बदर्भ રુંભ્યાં વ્યવસ્ g 4-3-267, Gujarati School Lane, Bank Street, Hyderabad-500 095. E-mail: sanghvibrothers1979@gmail.com, Website: www.sanghvibrothershyd.com INDUSTRIAL ELECTRONIC COMPONENTS AND TOOLS Date: 31-10-22 1828 Euge. & feel Judu 992957585 GST No. 28% (B) 18% (A) Rate HSN Qty. PARTICULARS XCO 8x44 1001the Probe 2740 were Patch Cord & 8544 700 B1744 400 AUL 1A, 2A, 3A, 5A 8536 . 600 2506 Batton 170 8506 Batt 1:00 270 Stripper cutter of 8203 19x 8203 cutting Pur by 900 29030 meter ' 450 03 (1150) 231) 7935 AMOUNT 714 SGST 714 CGST IGST 9363 TOTAL Timings: 10-30 GRAND TOTAL (A+B) For SANGHVI BROTHERS Longo Hrs.: 1-30 GST: 36AGQPS2404Q1ZF

Goods unce sold will not be taken back or exchanged. Note: There is no Guarantee for any Electronic Components & Tools



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MIKRON INSTRUMENT INDUSTRIES

5-9-59, 5th Floor, Moghul's Court Building, Basheerbagh, Hyderabad-500 001. (India) Tel: (91) 040-23236155, 23236165

sales@mikroninstru.com e-mail: mikroninstru@yahoo.co.in

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Mikron Instrument Industrie

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SREE SRINIVASA TRADERS

High quality educational instruments, chemicals, glass ware and educational requirements 16-11-16/22/N/V/13, Prashanth nagar, near RTA office, Malakpet , Hyderabad. PH NO: 9010943711,9533171324.

Email: sreesrinivasatraders78@gmail.com

GSTIN NO:3688RPD8673DIZC.

Sri i	Principal, ndu College of engineering and tech riguda, IBP	Date : 22-07 D.c No: Department:	-2022				
S.No	PARTICULARS	Rate	Per	Qty	Dia%	Unit rate after dis	Amount
VI	Ammonia	260.00	500ml	2	35%	169.00	338.0
2	Sodium Hydroxide	293.00	500gm	3	35%	190.45	571.3
-3	Salicylic acid	940.00	500gm	2	35%	611.00	1222.0
1	Acetic Acid	975.00	500ml	6	35%	633.75	3802.50
8	Ethyl acetate	550.00	500ml	8	35%	357.50	2860.00
-65	Quinhydrone powder	1789.00	100gm	1	35%	1162.85	1162.83
3	Ammonium ferrous sulphate	378.00	500gm	2	35%	245.70	491.40
8	Detergent	120.00	Kg	2	25%	90.00	180.00
~9	Burette 50ml	220.00	Each	12	25%	165.00	1980.00
10	Pippete 20ml	70.00	Each	2	25%	52.50	105.00
	Rubber bulbs	26.00	Each	70	25%	19.50	1365.00
12	Conical flasks 250ml	105.00	Each	12	25%	78.75	945.00
13	Conical flasks 500ml	175.00	Each	1	25%	131.25	131.2
H	Beakers 100ml	60.00	Each	25	25%	45.00	1125.00
45	Stalganometers	85.00	Each	15	25%	63.75	956.2
10	Viscometers	95.00	Each	65	25%	71.25	4631.25
47	Droppers	16.00	Each	20	25%	12.00	240.00
18	Reagent bottles 500 ml	170.00	Each	2	25%	127.50	255.00
19	Calomel electrode	385.00	Each	4	25%	288.75	1155.00
20	Platinum electrode	850.00	Each	4	25%	637.50	2550.00
21	Conductivity cells	1385.00	Each	2	25%	1038.75	2077.50
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16-11-16/22/N/V/13, Prashanth nagar, near RTA office, Malakpet, Hyderabad. PH NO: 9010943711 ,9493287911

Email: sreesrinivasatraders78@gmail.com

GSTIN NO:36BBRPD8673DIZC.

	INVOICE											
	principal, INDU COLLEGEOF ENG & TEC		Date : 01-4		20-21							
	iguda, Ibrahimpatnam.R R dist.		Department									
	PARTICULARS	Make	Rate	Per	Oty	Dis%	Unit rate after dis	SGST	CGST	Amount		
	Burettes 50ml	Borosilicate	185.00	Each	60	30%	129.50	9%	9%	7770.00		
	Pipettes 20ml	Horosilicate	60.00	Each	30	30%	42.00	9%	9%	1260.00		
	Pipettes 10ml	Borosilicate	58.00	Each	20	30%	40.60	9%	9%	812.00		
	Pipettes 2ml	Borosilicate	55.00	Each	14	30%	38.50	9%	9%	539.00		
	Pipettes 1ml	Borosilicate	55.00	Each	6	30%	38.50	9%	9%	231.00		
	Pipettes 5ml	Borosilicate	55.00	Each	4	30%	38.50	9%	9%	154.00		
	Measuring Cylinder 10ml	Borosilicate	70.00	Each	14	30%	49.00	9%	9%	686.00		
	Measuring Cylinder 50ml	Borosilicate	95.00	Each	15	30%	66.50	9%	9%	997.50		
	Measuring Cylinder 100ml	Borosilicate	135.00	Each	20	30%	94.50	9%	9%	1890.00		
	Measuring Cylinder 500ml	Borosilicate	225.00	Each	2	30%	157.50	9%	9%	315.00		
	Measuring Cylinder 1litre	Borosilicate	385.00	Each	1	30%	269.50	9%	9%	269.50		
	Burette stands with clamp.	Boronilicate	255.00	Each	18	30%	178.50	9%	9%	3213.00		
	Porcelain tiles	Superior	45.00	Each	18	30%	31.50	9%	9%	567.00		
14	Iodination flask 250ml	Borosibcate	220.00	Each	20	30%	154.00	9%	9%	3080.00		
	Rubber Bulbs	Superior	22.00	Each	60	30%	15.40	9%	9%	924.00		
16	RB Flask 250ml	Borosilicate	90.00	Each	10	30%	63.00	9%	9%	630.00		
17	RB Flask 100ml	Borosilicate	65.00	Each	7	30%	45.50	9%	9%	318.50		
18	Glass rods	Superior	10.00	Each	25	30%	7.00	9%	9%	175.00		
19		Borosilicate	245.00	Each	4	30%	171.50	9%	9%	686.00		
20		Borosilicate	60.00	Each	25	30%	42.00	9%	9%	1050.00		
	Thermometer	Sita	110.00	Each	10	30%	77.00	9%	9%	770.00		
22	Standard flasks 100ml	Borosilicate	130.00	Each	38	30%	91.00	9%	9%	3458.00		
	Conical flasks 250 ml	Borosilicate	85.00	Each	40	30%	59.50	9%	9%	2380.00		
	Conical flasks 100 ml	Borosilicate	65.00	Each	8	30%	45.50	9%	9%	364.00		
	Conical flasks 500 ml	Borosilicate	135.00	Each	8	30%	94.50	9%	9%	756.00		
	Distilled water bottles	Polylab	45.00	Each	30	30%	31.50	9%	9%	945.00		
	Heating Mantles 500ML	Superior	1800.00	Each	1	30%	1260.00	9%	9%	1260.00		
_	Test tubes 15X125	Borosil	14.25	Each	50	30%	9.98	9%	9%	498.75		
		Superior	285.00	Each	4	30%	199.50	9%	9%	798.00		
29	Copper water bath	Logiperior	200.00							36797.25		

SALES TAX CERTIFICATE E &O.E. Certified that goods on which Sale Tax has been charged have not been Exempted in the State Sales Tax Rules or the Rules made there und the charges on account the Sates Tax on these goods are correct under the Provisions of act. That or the rules made there under and that in case of supplies Against regular contractors included a Special Provision that S Taxis payable By the Government (Purchase) All Package Material is Tax NOTE: ALL THESE ARTICLES ARE STRICTLY FOR LABORATORY USEONLY

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PH NO: 9010943711 ,9493287911

Email: sreesrinivasatraders78@gmail.com

GSTIN	NO:36BBRPD8673DIZC.	

RII	incipal, NDU COLLEGEOF ENG STEC	эн	Invoice no : Date : 01-00 D.c No: Department	2-2021	20-21					
	PARTICULARS	Make	Rate	Per	Qty	Dis%	Unit rate after dis	SGST	CGST	Amount
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301	Boiling tubes	Porneil	25.50	Each	50	30%	17.85	9%	9%	892.50
	Beakers 100ml	Boronilicate	45.00	Each	38	30%	31.50	9%	9%	1197.00
	Beakers 250ml	Boronilicate	60.00	Each	45	30%	42.00	9%	9%	1890.00
	Beakers 500ml	Boronilicate	95.00	Each	10	30%	66.50	9%	9%	665.00
	Stalgonometer	Borosilicate	75.00	Each	45	30%	52.50	9%	9%	2362.50
	Ostwald's Viscometer	Borosilicate	80.00	Each	35	30%	56.00	9%	9%	1960.00
	Electronic Balance	INFRA	7400.00	Each	1	30%	5180.00	9%	9%	5180.00
	Conductivity meters	Ri	6200.00	Each	7	30%	4340.00		9%	30380.00
	Potentiometers	Ri	6200.00	Each	7	30%	4340.00		9%	30380.00
	Magnetic Stirrer	Superior	4100.00	Each	1	30%	2870.00	9%	9%	2870.00
	Water bath-6 holes	Superior	5400.00	Each	1	30%	3780.00		9%	3780.00
	Common balances	Kerov	4400.00	Each	3	30%	3080.00	9%	9%	9240.00
	Condenser pipes	Superior	385.00	Roll	1 2	30%	269.50	9%	9%	539.00
	Test tube stands	POLYLAB	35.00	Each	7	30%	24.50	9%	9%	171.50
	Test tube holders	Superior	15.00	Each	15	30%	10.50	9%	9%	157.50
_			15.00	Each	8	30%	10.50	9%	9%	84.00
			14.00	Each	30		9.80	9%	9%	294.00
		Superior	15.00	Each	30		10.50	9%	9%	315.00
	Droppers Reagent bottles 500ml	Superior	75.00	Each	10	-	52.50	9%	9%	525.0
			585.00	Each	20	4.	409.50	9%	_	8190.0
49	Stop clock	Jayco	585.00	Eaten	120	30%	409.30	1 970	1 3/0	8190.0
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NOTE	ALL THESE ARTICLES ARE STRICTLY FOR	ABORATORY : TO	OM IS Taxable	-	-		100	5 5		
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Tax Invoice

GALAXY FIBERNET Plot.No.43, Phase 3,		Invoice No. 705			Dated 01/09/2021		
Vinayak Nagar, Gurram guda, Beerppa Swamy Temple, Turkayamial, Ranga Reddy Dist, GSTIN/UIN:		Delivery Note		Mo	Mode/Terms of Payment		
36OBOPS1432R1ZJ State Name: Telangana, Code: 36		Supplier's Ref.			Other Reference(s)		
Buyer		Buyer's Order No.		Da	Dated		
Sri Indu college of Engineering ar		Dispatch Document No.		No. De	Delivery Note Date		
Sheriguda, Ibrahimpatnam, Rang State Name: <u>Telangana</u>	a Reddy <u>Dist</u> ,	Dispatched through		De	Destination		
		Terms	of Delivery				
S Description of Services		HSN/S AC	Quantity	Rate	per	Amount	
1 One Gbps Internet subscription		998422				79,000.00	
	CGSTSGST					7,110.00 7,110.00	
Amount Chargeable (in words)	Į Total				E & C	₹93220.00	
INR Ninety Three Thousand Two Hundred and Twenty rupees only							
HSN/SAC	TaxableValue	Rate	tral Tax Amount	Sta Rate	te Tax Amou	Iotal lax Amount	
998422	93.220.00	9%	7,110.00	9%	7,110	0.00 14220.00	
Total 93.220.00 7,110.00 7,110.00 14220.00 Tax Amount (in words): INR seven thousand two hundred rupees only							
Declaration We declare that this invoices hows the actual price of the goods described and that all particulars are true and correct.							

This is a Computer Generated Invoice

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