

6.2.2 - Implementation of E-governance in areas of operation:

- Administration
- Finance and Accounts
- Student Admission and Support
- Examination

Response: All of the above



E-governance Policy

Objectives:

- 1. Implementing e-governance in all college-related operations is one of the objectives.
- 2. Improving the college's efficiency in operation.
- 3. Encouraging responsibility, openness, and empowerment.
- 4. To encourage the institution to operate paperless.
- 5. Enabling quick and simple information access.

Policy:

- 1. It is decided to adopt and implement e-governance in all activities of college operating in order to provide easier and competent structures of governance within the institution.
- 2. The college has already started using e-governance in a number of areas, including admissions, the library, academics, exams, and accounting. However, it has been decided to implement e-governance in a few additional areas of the institution.
- 3. E-governance areas: This policy is used into other functional areas, including:
- a). **College Website**: The college website serves as a mirror of campus information, including notices, events, extracurricular and co-curricular activities, and functionaries. A full-time web developer and team members are employed by the college to upload information. A separate service provider is contracted to host the website. The website also offers interfaces for admission and online transactions.
- b). College ERP: This system handles admission, accounts, library, administration, and exam operations.



c). Learning Management System (LMS): An LMS is an online tool used to organise, carry out, and gain access to a particular learning process. It aids in administration, documenting, tracking, and recording of information learned in a classroom.

Administration: All service units in the college can be fully supervised by the college authorities through using the ERP software.

The administration uses email to interact with the members of the Governing Body as well as the teaching and support staff. All significant administrative information, including notices, is regularly posted on the website.

- Biometric attendance for every employee
- Fully wifi, automated workplace with constant internet access
- Committee members of the Paperless IQAC started utilizing Google services, such as Data collection from many departments using a Google sheet, to create announcements and activity reports, using Google Docs and Google Forms is used to create feedback forms and collect online comments from parents and students.
- CCTV cameras have been deployed throughout the campus of the college.
- WhatsApp Groups are utilized for awareness and the efficient operation of the same, as well as for short alerts of any events that will place on campus.

Accounting and Finance:

- Tally software and ERP are used to maintain the institution's accounts.
- HDFC Smart Hub financial portal handles financial transactions.



Student Admission and Support:

- The ERP Students Module is used to handle student admission.
- The college's website serves as a reflection of its data. On the website, there are interfaces for admission and online transactions. A full-time web developer and team members work for the college.
- The college has a well maintained mechanism of handling student grievance.
- Feedback received from all the stakeholders (student, faculty, parents, etc.) is perfectly analyzed and necessary actions have been taken.

Examination:

- MDU student portal is used to manage the exam process.
- Everything is done online, including filling out exam applications, getting admission cards, uploading marks, etc. Under the direction of the institution's examination controller, the academic cell of the college oversees the entire examination procedure.
- Sessional results can be accessed on the website.

Online Application for job opening: Job Openings in college are advertised in social media platform of college. Online applications are invited for all the new job openings. Applicants can submit their resume and apply for the post online.



ANNUAL E-GOVERNANCE REPORT

E-Governance is the proper utilization of information and communication technologies (ICT) in working arenas to provide user services and to improve work efficiency. It is being used as a platform for efficient, transparent and timely delivery of services to all the stakeholders. The purpose of e-governance is to bring transparency and proficiency in the working of an organization. Speedy and cheaper communication, convenience, transparency, accountability, improved customer services and increased access to information are some of the basic parameters on which the concept of e-governance finds its foundation. Dronacharya College of Engineering, Gurugram is trying its best to keep pace with the recent applications of egovernance in terms of various functions being performed digitally. Most of the staff and students use computers to utilize the benefits of modern day technologies available in the field of higher education. Regular digital literacy programs are conducted for students and staff-members under the digital India initiative of the central government. A well-equipped IT-Cell has been established in the College to observe and regulate smooth functioning of computer systems and to address all IT related issues so that maximum benefits could be extracted. Students and staffmembers are provided assistance and support through IT-Cell in case of software and online portal related issues. IT-Cell maintains online MIS and other data formats of the College up-todate. The overwhelming response of human resource to digital technology has strengthened the prospects of e-governance in different areas of operation. By and large, in Dronacharya College of Engineering, the following operational fields of educational administration have been identified for realizing the exquisiteness of e-governance.



Annual E-Governance Report For The AY: 2021-22

Students Admission and Fee Collection

Entire procedure of student admission is conducted online. Students fill up their admission form online and accordingly merit list is prepared. All the details of the students'fee collection is maintained in Tally ERP software.

The IQAC initiates the analysis of feedback from stakeholders and prepares the reports on the same.

The College is subscribed for bulk SMS service from QUALITYSMS SOLUTION LLP. This service is used to communicate with students, parents and alumni regarding any important information and notices.

The students are continued to be provided with the online scholarship facility through:

- (1) Scholarship given by the state government.
- (2) National Scholarship Portal.
- (3) Any other scholarship as announced by various government and non-government agencies.

Student Admission and Support:

- The ERP Students Module is used to handle student admission.
- The college's website serves as a reflection of its data. On the website, there are interfaces for admission and online transactions. A full-time web developer and team members work for the college.
- College organizes alumni connect program by which college students are benefitted in settling their doubts.



- The college has a well maintained mechanism of handling student grievance.
- Feedback received from all the stakeholders (student, faculty, parents, etc.) is perfectly analyzed and necessary actions have been taken.

Finance and Accounts

As per instructions of the government, all kind of financial transactions have become cashless. The salaries of employees are paid online through NEFT/RTGS and rarely by cheques. College continues to use Tally ERP 9 for Accounts and Finance purposes. Major assignments being performed digitally at College level-

- All kind of payments including salaries to staff-members
- Online payment of examination and admission fees
- Pay bill preparation & management of various scholarship schemes
- Disbursement of salary slips.
- Hands-on disclosure of budgetary/financial data on its web-page
- Conduction of computer awareness programs for office-staff
- Management of College accounts and many such functions as required.

All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

Attendance

Biometric machines are installed in the campus for attendance purposes. This attendance record also helps us to generate various reports.



Internet Facility

The Internet service is provided by Ishan Netsol Pvt. Ltd, Fusionnnet Web services Pvt. Ltd. in the year 2021-22. The college's website is maintained by Xentagsys Technologies Pvt. Ltd.

Examination:

- MDU student portal is used to manage the exam process.
- Everything is done online, including filling out exam applications, getting admission cards, uploading marks, etc. Under the direction of the institution's examination controller, the academic cell of the college oversees the entire examination procedure.
- Sessional results can be accessed on the website.



Annual E-Governance Report For The AY: 2020-21

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Attendance

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Internet Facility

The Internet service is provided by Fusionnnet Web services Pvt. Ltd. in the year 2020-21. The college's website is maintained by <u>Xentaqsys Technologies Pvt. Ltd.</u>



Annual E-Governance Report For The AY: 2019-20

Students Admission and Fee Collection

Entire procedure of student admission is conducted online. Students fill up their admission form online and accordingly merit list is prepared. All the details of the students'fee collection is maintained in Tally ERP software.

The IQAC initiates the analysis of feedback from stakeholders and prepares the reports on the same.

The College is subscribed for bulk SMS service from QUALITYSMS SOLUTION LLP. This service is used to communicate with students, parents and alumni regarding any important information and notices.

The students are continued to be provided with the online scholarship facility through:

- (1) Scholarship given by the state government.
- (2) National Scholarship Portal.

Finance and Accounts

As per instructions of the government, all kind of financial transactions have become cashless. The salaries of employees are paid online through NEFT/RTGS and rarely by cheques. College continues to use Tally ERP 9 for Accounts and Finance purposes.

The payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Major assignments being performed digitally at College level-

- All kind of payments including salaries to staff-members
- Online payment of examination and admission fees



- Pay bill preparation & management of various scholarship schemes
- Disbursement of salary slips
- Hands-on disclosure of budgetary/financial data on its web-page
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Internet Facility

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Annual E-Governance Report For The AY: 2018-19

Administration

The ICT based significant institutional tasks carried out are outlined as-

- Management of e-service record of employees
- Supervision of various scholarship schemes
- Maintenance & disclosure of information on its web-page
- Fully computerized office and academic departments
- Applications including transfer applications & online leave management.
- Management of e-resources in the library
- Management of College web-site (https://ggnindia.dronacharya.info/)
- Cashless transactions & payments, and
- Any other assignments as needed from time to time.

A committed WhatsApp Group has been created for sharing orders, information, direction, vital announces and notices to the employees.

Finance and Accounts

- Tally software and ERP 9 are used to maintain the institution's accounts.
- HDFC Smart Hub financial portal handles financial transactions.
- Salary payment to employees through net-banking
- Issuance of salary e-slips



All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

Attendance

Biometric machines are installed in the campus for attendance purposes. This attendance record also helps us to generate various reports.

Internet Facility

The Internet service is provided by Reliance, World Phone Internet Services Pvt. Ltd. in the year 2018-19. The website is maintained by <u>Xentaqsys Technologies Pvt. Ltd.</u>



Annual E-Governance Report For The AY: 2017-18

Students Admission and Fee Collection

Entire procedure of student admission is conducted online. Students fill up their admission form online and accordingly merit list is prepared.

Biometric machine is installed in the campus for the attendance purposes. Attendance report is generated through biometric machine.

The IQAC initiates the analysis of feedback from stakeholders and prepares the reports on the same.

The College is subscribed for bulk SMS service from Franciscan Solutions Pvt Ltd. This service is used to communicate with students, parents and alumni regarding any important information and notices.

The students are continued to be provided with the online scholarship facility through:

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- (2) National Scholarship Portal.

Finance and Accounts

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The payment of scholarships and all purchasing transactions are executed necessarily cashless to maintain transparency and financial accountability in the system. Major assignments being performed digitally at College level-



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All the accounts are being maintained in nationalized banks with maintenance of proper ledger at College level.

Attendance

Biometric machines are installed in the campus for attendance purposes. This attendance record also helps us to generate various reports.

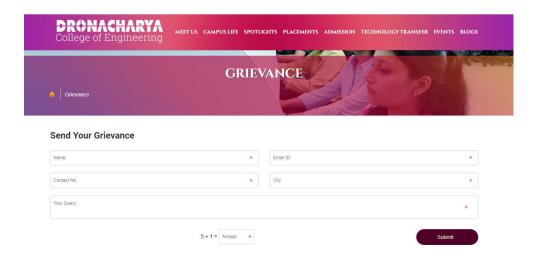
Internet Facility

The Internet service is provided by Reliance, World Phone Internet Services Pvt. Ltd. in the year 2017-18. The website is maintained by Xentaqsys Technologies Pvt. Ltd.



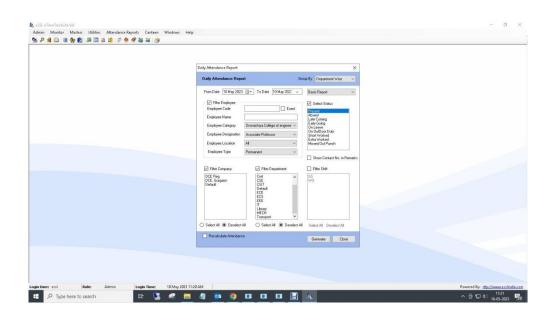
Screen Shots of the user interfaces.

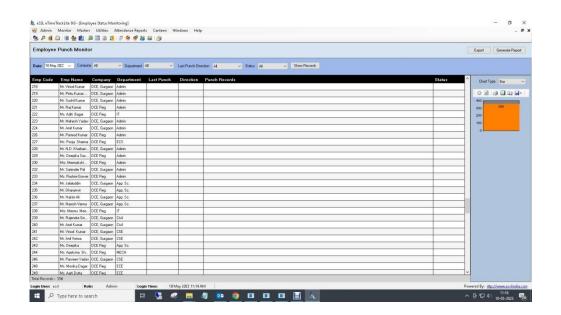
Administration:













		JOB	APPLICA	ATION FORM		·
		New J	lob Opening	s at Dronacharya		
	Dron	acharya is looking f	or outstandi	ng people with technical exc	ellence.	
Select Title	*	First Name	*	Middle Name	Last Name	,
Applying for the Post	of		*	Select Department		*
Total Experience (Ye	ar)		*	Total Experience (Month)		*
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Student Admission and Support:

Khentawas, Farrukhnagar, Gurgaon-123506 (Haryana) Approved by AICTE, New Delhi and Affiliated to Gurugram University, Gurugram APPLICATION FORM FOR ADMISSION TO B.TECH/M.TECH. (SESSION 2022-2023) Instructions: 1. Please read Information Brochure carefully before filling each items of Application Form. 2. No column should be left blank, write N.A. if not applicable. JEE (Main) - Application No JEE (Main) - Rank 12th Class - Roll No Select B.Tech Course * Select M.Tech Course

Personal Information









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EDUCATION		

	DRONACHARYA COLLEGE OF ENGINEERING									
KHE	NTAWAS, FARRUKHNAGAR, GURGAON-122506(HR)									
Name In Full										
Student Name*:	Roll No:									
Enter Student Name	Enter Roll No									
Mobile No(Candidate)*:	Enter Amount*:									
Enter contact no.										

Powered by paynimo from TechProcess



	Khenta	was, Farrukhnagar, Gur	gaon-123506 (H	aryana)	
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		MEMBERSHIP	FORM		
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Select Title	•	First Name	*	Last Name	*
RollNo		* Select Brand	ch		*
Address					*
City	*	Pin Code	*	Phone No	*
Mobile No		*	Email ID		*
Areas of interests: (Ple	ase give keywords, s	eparated by semicolon)			*
Select images of type J	IPG having size less	than 400 KB			* =
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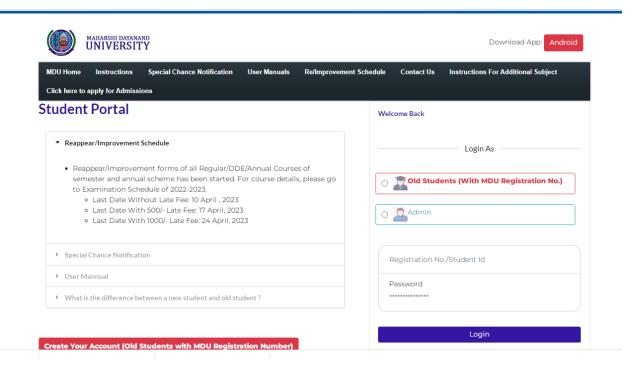


Search Registered Member College ____

C-28457																				Q	Searc	h Coll	ege			
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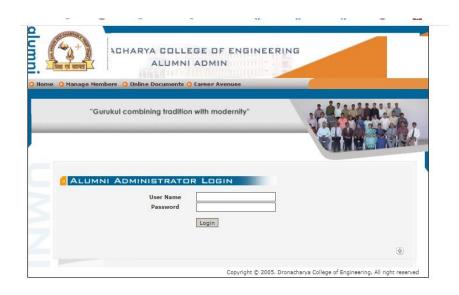




DRONACHARYA Dronacharya College of Engineering Admission Management

Sign In

User Name		
Password		
	Sign in	





Examination

DRONACHARYA College of Engineering	MEETUS CAMPUSLIFE SPOTLIGHTS PLACEMENTS ADMISSION TECHNOLOGYTRANSFER EVENTS BLOGS
Results	RESULTS
Get Result	Full Name
	Full Name -Select-

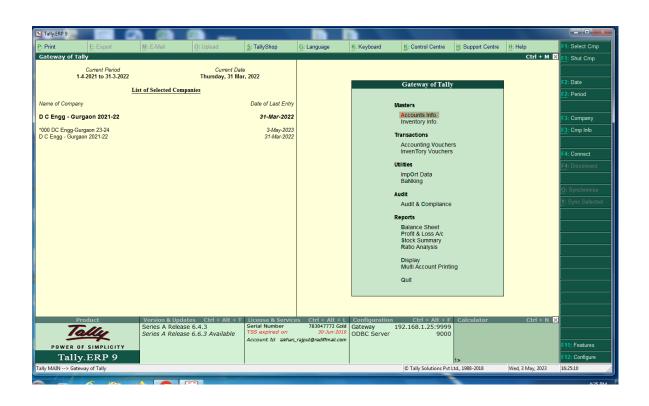




Finance and Accounts:







XentaQsys Technologies Pvt. Ltd.

Cop.Off: D-62, Phase - V Udyog Vihar, Gurgaon-122016 Website: www.xentaqsys.com

E-mail: xqtadmin@xentaqsys.com / Tel: +91 124 469 0900

GST No: 06AAACX0353L1ZC Company's PAN: AAACX0353L CIN: U72200DL2004PTC128679 Invoice No. XQTPL/DCE-GGN/22-23/12

Invoice Date: 03/06/2022

Banking Details:

Bank: Deutsche Bank A/c #: 000000598520019 IFSC: DEUT0279PBC SWIF CODE: DEUTINBBPBC

Shipping Address: -

Dronacharya College of Engineering

Khentawas, Farukh Nagar Gurgaon-123506.

Haryana (India). Ph.: +91 124 4087144.

Billing Address : -

Dronacharya College of Engineering

Khentawas, Farukh Nagar Gurgaon-123506. Haryana (India). Ph.: +91 124 4087144.

Products supplied

S. NO.	PRODUCT	HSN/SAC	QTY	иом	RATE	TOTAL	DISCOUNT	GROSS		CGST		SGST		IGST
									Rate	Amount	Rate	Amount	Rate	Amount
	Being amount charged for Outsourcing services for Website Maintenance for Gurgaon campus for May ' 2022.	998314	1	month	42000	42000.00	0.00	42000.00	9	3780.00	9	3780.00	0.00	0.00
	 Totals	[42,000.00	-	42,000.00		3,780.00		3,780.00		-

TAX INVOICE

ADCT/SDS/0821/010

Dated. 10/08/2021

Rupees: Forty Nine Thousand Five Hundred Sixty Only.

Invoice Terms:

- 1. All disputes are subject to Haryana Jurisdiction.
- 2. Goods once sold are not returnable.
- 3. Interest @ 18% per annum will be charged if payment is not made within 15 days after receipt of this invoice.

Gross Value 42,000.00 Tax 7,560.00 Invoice Value 49,560.00

For, XentaQsys Technologies Pvt. Ltd.

Authorised signatory

XentaQsys Technologies Pvt. Ltd.

Cop.Off: D-62, Phase - V Udyog Vihar, Gurgaon-122016 Website: www.xentaqsys.com

E-mail: xqtadmin@xentaqsys.com / Tel: +91 124 469 0900

GST No : 06AAACX0353L1ZC Company's PAN : AAACX0353L CIN : U72200DL2004PTC128679 Invoice No. XQTPL/DCE-GGN/21-22/34

Invoice Date: 04/08/2021

Banking Details:

Bank: Deutsche Bank A/c #: 00000598520019 IFSC: DEUT0279PBC

SWIF CODE : DEUTINBBPBC

Billing Address : -

Dronacharya College of Engineering

Khentawas, Farukh Nagar Gurgaon-123506. Haryana (India). Ph.: +91 124 4087144. ADCT/SDS/0916/021 Dated. 08/09/2016

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Shipping Address : -

Dronacharya College of Engineering

Khentawas, Farukh Nagar Gurgaon-123506. Haryana (India).

Ph.: +91 124 4087144.

Products supplied

							ouucts supp							
S. NO.	PRODUCT	HSN/SAC	QTY	иом	RATE	TOTAL	DISCOUNT	GROSS		CGST		SGST		IGST
									Rate	Amount	Rate	Amount	Rate	Amount
	Being amount charged for Outsourcing services for Website Maintenance for Gurgaon campus for July ' 2021.	998314	1	month	40000	40000.00	0.00	40000.00	9	3600.00	9	3600.00	0.00	0.00
	Totals					40,000.00	-	40,000.00		3,600.00		3,600.00		-

Rupees: Forty Seven Thousand Two Hundred Only.

Invoice Terms:

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- 3. Interest @ 18% per annum will be charged if payment is not made within 15 days after receipt of this invoice

 Gross Value
 40,000.00

 Tax
 7,200.00

 Invoice Value
 47,200.00

For, XentaQsys Technologies Pvt. Ltd.

Authorised signatory

Principal

TAX INVOICE



Group10 Technologies Private Limited 611-618, Tower A, Spaze I Tech Park, Sohna Road, Sector 49, Gurgaon-122018 GSTIN/UIN: 06AAACY5269N1ZQ State Name: , Code

CIN: U72900DL2012PTC231442

E-Mail: srini@groupten.com

Buyer

Dronacharya College of Engineering

Khentawas, Farukh Nagar, Gurugram - 123506.

State Name

Haryana, Code: 06

Place of Supply : Haryana

E-Mail

registrar@ggnindia.dronacharya.info

Dated
26-Mar-2022
Mode/Terms of Payment
Other Reference(s)
Dated

Particulars		HSN/SAC	GST Rate	Amount
HR-Service Access Charges-State 10 Units x Rs 400 Per Unit / Month		998319	18 %	4,000.00
	HR-CGST-9% HR-SGST-9%			360.00 360.00
				100.00
4720				
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11.30 - 4640				
9/4/29 4946				
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Amount Chargeable (in words) INR Four Thousand Seven Hundred Twenty Only

HSN/SAC Taxable Central Tax State Tax Total Value Rate Amount Rate Amount Tax Amount 998319 4,000.00 9% 360.00 9% 360,00 720.00 Total 4,000.00 360.00 360.00 720.00

Tax Amount (in words): INR Seven Hundred Twenty Only

Remarks

Service Access Charges Invoice Raised against Dronacharya College of Engineering - GGN Branch (Sanjay Telematics) for the month of Mar 2022

Company's PAN

: AAACY5269N

Declaration We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct. Company's Bank Details

Bank Name

ICICI Bank

Total

A/c No. Branch & IFS Code:

165305000086

DLF Phase IV, Gurgaon & ICIC0001653

for Group10 Technologies Private Limited

uthorised Signatory

₹ 4,720.00

E. & O.E

SUBJECT TO HARYANA JURISDICTION Dronacharya College of Engg. Computer Generated. Seal and Signature is Optional Farrukh Nagar - 123506

09/04/2022





QualitySMS Communication LLP

1 24/84, Friends Appt., F.No.14, Lane 1, Ghaffar Manzil, Jamia Nagar, Okhla New Delhi, Delhi (DL - 07), PIN Code 110025, India

6 918588969192

@ syed@nationsms.com

www.nationsms.in

SAC Code: 00440452 GSTIN: 07AAAFQ5972B1ZD PAN: AAAFQ5972B

Bill to:

Dronacharya College of **Engineering**

hentawas, Farrukh Nagar Gurgaon, Haryana (HR - 06), PIN Code 122506. India

5 9910380104

Place of Supply: HR (06) **GSTIN: NA**

Ship to:

Dronacharya College of Engineering hentawas, Farrukh Nagar Gurgaon, Haryana (HR - 06), PIN Code 122506, India

5 9910380104

💄 Prof Dr. B.M.K Prasad

NO	PRODUCT / SERVICE NAME	HSN/SAC	QUANTITY	UNIT PRICE	IGST	AMOUNT
1	Transactional SMS SMS USAGE MONTH: APRIL		50592.000	0.120	1,092.790	7,163.830
2	DLT Scrubbing Charge at .025 paisa per sms Header/ SMS Template Registration		50592.000	0.025	227.660	1,492.460
		@18%	101184.00	7335.84	1320.45	8656.29
	TOTAL		101184.000	7335.84	1320.450	8656.291

Total: ₹ Eight Thousand Six Hundred Fifty-Six Only

AUTHORIZED SIGNATORY

For Quality SMS Communication LLP

S. K. W Director

TOTAL BEFORE TAX TOTAL TAX AMOUNT ROUNDED OFF TOTAL AMOUNT AMOUNT DUE ₹7,335.840 ₹ 1,320.450 (-) 0.291₹8,656

₹8,656

Note:

A/c Holder Name: QualitySMS Communication LLP

A/c Number : 113405000819 Bank Name : ICICI Bank Ltd.

Branch : Jasola Branch New Delhi

IFSC Code : ICIC0001134

ACCOUNT TYPE : CURRENT Account

THIS IS A SYSTEM GENERATED INVOICE DON'T NEED SIGNATORY

Principal