



.C S M S S  
ChhatrapatiShahumaharajShikshanSanstha's  
**CHH. SHAHU COLLEGE OF ENGINEERING**  
Kanchanwadi, Paithan Road, Chh.Sambhajinagar-431011  
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Approved by AICTE, New Delhi & DTE (Govt. of Maharashtra) & Affiliated to Dr. B.A.T.U. Lonere, Raigad

18 June 2025

To,

Mr. Jaiswal/Mr. Misal  
Canteen Contractor

**Subject : NON-SUBMISSION OF FOOD & CAFETERIA BILLS  
IN TIME WHICH CAUSES DELAY IN MAKING TIMELY  
PAYMENT OF BILLS**

It has been noticed that the Bills of Food & Cafeteria, Tea is not being submitted in time by your canteen, which causes un-necessary delay in making payment to you .

This is brought to your notice that so far , this office has not received Bills for the Month of May 2025 when 18 days has already passed of June 2025 and when now if the bills received by us from your side now , it will further take few days for complete scrutinize all the bills at our level and to get it further approval/pass the bill from Sanstha Office.

In view of the above, you are asked to submit all bills of running month to us latest by 02<sup>nd</sup> date of the next month and forward the Bills for the Month of May by 19 June 2025 without fail.

This will not only enable you to claim the amount of your bills in time but will also help us to take and put up the bill for final approval and making necessary payment to you as the delay in submission of Bills causes adverse effect on our working system when bills are not submitted in time by you.

You are asked to be more serious for the same and forward bill in time.

The above has the concurrence of Principal Sir.

DRAFT

Sir,

For your  
approval please  
✓

  
Registrar

Chh. Shahu College of Engineering