



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A' Grade

No. P&S/18/P-III
Dt.

To

1. All the Deans, MDU Rohtak.
2. All the Heads of the University Teaching Deptts.
3. All the Branch officers, MDU, Rohtak

Sub:- Annual Requirement for the purchase of Centralized items for the year 2018-19.

Sir/Madam,

In order to facilitate timely purchases and to enable the branch to complete other assignments, you are requested to send your Annual Requirement of centralized furniture items in the enclosed format. While sending the requirement, it may be kept in view that:-

- i) Detailed specifications of the items be given;
- ii) Full justification for the required/additionally required items be given;
- iii) Sufficient space for placing the items is available in the Office/Department;
- iv) Technical know-how the equipments exists;
- v) Funds are available for the purpose. Budget Head & position of funds be indicated in the enclosed Proforma;

In case the requirement of any item is not received by the stipulated date, then it will be presumed that the requirement of the Department/Office is NIL and the subsequent requirement of such item(s) received at later stage will not be entertained except with the special approval of the Vice Chancellor obtained by the concerned Department/Office giving reasons for not sending the demand earlier. The items to be purchased out of the funds of the office/department concerned will be issued/supplied in toto whereas the quantity of items to be purchased from the Central Budget will be issued as per availability and on actual need basis. This may be treated as urgent and the annual requirement for centralized furniture items may be sent by 04-06-2018 as per norms circulated vide Letter No.P&S/17/1068-1167 dt.22-06-2017.

This may be treated as most urgent.

Encl: As above.

Endst. No. P&S/18/P-III/ 2412-91

Yours faithfully,

M. B. Singh
Asstt. Registrar (P&S)

for Registrar

Dt. 11/5/18

A copy of the above is forwarded to the OSD to Registrar/Vice Chancellor, MDU, Rohtak for information.

Asstt. Registrar (P&S)
for Registrar

ANNUAL REQUIREMENT FOR THE YEAR 2018-19

Name of the Office/Department:-

Annual Requirement for the year

Furniture Items including for Teachers as per norms

Sr. No.	Name of Items	Present Inventory	Present Status whether the item is in working condition or written off	Actual qty. Req.	Full Specification	Sufficient Space available or not for new items	Estimated Exp.	Budget head & position of fund	Justification
1.									
2.									
3.									
4.									
5.									
6.									
7.									

Dean/HOD/Branch Officer concerned