

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

PURCHASE & STORE BRANCH

No. P&S/2015-16/...468-586
Dated: 17/04/2015

To

1. All the HOD/Offices, MDU, Rohtak
2. Director, DDE, IMSAR, UCC, CBT, UIET, IHTM, and UILMS (Gurgaon).
3. University Librarian, Vivekananda Library, MDU, Rohtak.
4. Principal, University Campus School, MDU, Rohtak.

Subject: Annual requirement for the purchase of Centralized general items for the year 2015-16.

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 items in the enclosed format using separate page for each type of items viz (1) Office Stationery, (2) Computer Stationery (Computer paper, CDs, Toners etc.), (3) Computer and other IT Products, (4) Examinations related material (Markin Cloth, Sealing Wax, Envelopes etc.). **While sending the requirement, it may be kept in view that:**

- vii) Detailed specifications of the items required be given.
- viii) Full justification for the required/additionally required material is given.
- ix) Sufficient space for placing the items is available in the Office/Department.
- x) Technical know-how of the equipment exists.
- xi) Funds are available for the purpose. Budget Head & position of the funds be indicated in the enclosed Performa; and
- xii) The requirement received after the due date will not be considered.

In case 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 finds of the Office/Department concerned, will be issued/supplied in-to-to 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 centralised items **be sent by 20.05.2015.**

Yours faithfully,


Asstt. Registrar (P&S)

Dated: 17/04/2015

Endst. No. P&S/2015-16/...587-588

A copy of the above is forwarded to the following:-

1. PA to the Vice-Chancellor (for kind information of the Vice-Chancellor), MDU, Rohtak
2. PA to the Registrar (for kind information of the Registrar), MDU, Rohtak.


Asstt. Registrar (P&S)

ANNUAL REQUIREMENT FOR THE YEAR 2015-16

Name of the Office/Department:

Annual requirement for Office Stationery (use separate sheet)

Computer Stationery (use separate sheet)

Computer & other IT Products (use separate sheet)

Examination Material (use separate sheet)

S. No.	Name of the item	Specifications/ Model No. etc.	Quantity Required	Expenditure Estimated	Budget Head & Position of Funds	Justification
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Director/HOD/Branch Officer concerned