



Dy - UCC - 3806
21/1/16

MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act. No.25/1975)
(NAAC Accredited 'A' Grade)

PURCHASE & STORE BRANCH

No. P&S/2015-16/203-300

Dated: 07/01/2016

To

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

Subject: Agenda Item for CPC.

Sir/Madam,

It has been observed that most of the Departments/ Offices while sending agenda item for consideration of CPC, full particulars are not mentioned. You are, therefore, requested that the agenda item for consideration of Central Purchase Committee (CPC) should include the following information:-

- i) Name of the items required be given.
- ii) Detailed specifications of the items required be given.
- iii) Quantity and Cost of each item to be purchased be given.
- iv) Budget Head & position of the funds be indicated in agenda item.
- v) Confirmation/availability of sufficient funds in the budget head should also be mentioned.
- vi) Meeting of CPC should be attended by the member indenter/representative to plead their case.

Yours faithfully,

Incharge (P&S)

21/1/16

CD/
ASSH.