



No. MANUU/Purchase & Stores/F.202/2023-24/ 841

14 Mar 2024

CIRCULAR

**Sub: MANUU- Purchase & Stores- Information of unserviceable e-waste items-called for - Reg.**

**Ref: Vice Chancellor's approval dated 01.03.2024**

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Apropos to the subject and reference cited, all the Heads of Departments/Sections are hereby informed to submit the data pertaining to the unserviceable equipment of the following categories:

- (b) RO Plants/Water Purifiers
- (b) AC Indoor & Out door units
- (c) Refrigerators
- (d) Water Coolers

In this regard all Section Heads are hereby requested to furnish the list of such unserviceable items of the above categories only as per the given format:

| Sl. No. | Description /Particular of the Item | Qty | Date of Purchase as per Stock Register | Cost of the item | Supplier/ Firm | Stock Register No. & Page No. | Remarks/ Reasons for disposal |
|---------|-------------------------------------|-----|--|------------------|----------------|-------------------------------|-------------------------------|
|         |                                     |     |  |                  |                |                               |                               |

The Information shall reach Purchase & Stores Section on or before 20.03.2024

Registrar

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To

All Heads (Tg/Nm-Ig) of H&.