

مولانا آزاد نیشنل اردو یونیورسٹی  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A Central University established by an Act of Parliament in 1998)  
(Accredited 'A+' Grade by NAAC)  
PURCHASE & STORES SECTION



No.MANUU/Purchase/F.240/2023-24/597

Date: 12/12/2023

**CIRCULAR**

***Sub: MANUU - Purchase - Budget availability under the head 'Other Infrastructure including furniture / fixtures - Intimation - Reg.***

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All the Offices, Sections, Departments, Centres are hereby informed that, the funds under the head 'Other Infrastructure including furniture / fixtures' have been utilized/exhausted as per the availability of funds and prioritization of items from the budget allocated to Purchase and Stores Section for the current Financial Year 2023-24. It may be noted that the most of the commonly used items like all office and classroom furniture, UPSs, ROs, Water Coolers, Air Conditioners, Computers/Printers/Other ICT items for other than faculty, other fixtures etc., are classified under this head.

The Concerned Section Heads of Offices/Sections/Departments/Centres shall forward their indents afresh to Purchase & Stores Section after completion of the current financial year along with the Annual Physical Verification Report done on or after 01.04.2023 (In line with the Notification and Circular No.MANUU / Purchase / F.172 / 2022-23 / 803 & 804 dt: 17.02.2023). All such indents will be examined and processed after allocation of budget for the next financial year 2024-25 as per the availability of funds and prioritization of items.

Registrar  
11/12/23

**To**  
All Heads (teaching/Non-teaching at HQ & Off Campuses)  
other than Sachar and schemes

**Copy to:**

1. Office of the Vice Chancellor
2. Office of the Registrar / Finance Officer / OSD-I / OSD-II
3. Director, CIT for uploading on University Website