

مولانا آزاد نیشنل اردو یونیورسٹی

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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.49/2017-18/hof

21st August, 2017

CIRCULAR

Sub: MANUU Purchase – Forwarding requisitions for procurement of equipments / furniture / repairs etc. by Offices other than Headquarters, Gachibowli through Dean-Off. Campuses and DDE – Intimation – Reg.

Ref: Approval of the Hon'ble Vice Chancellor dated 01.08.2017.

All the Off-Campuses i.e. Colleges of Teacher Education, Polytechnics, ITIs, Model Schools, Lucknow Campus and ASCW, Budgam are hereby informed that proposals pertaining to procurement of furniture / equipment / repair works etc. should be addressed only to the Dean, Off-Campuses and not to any other section and the proposals of procurements etc. of the Regional Centre and Sub-Regional Centres should be addressed only to Directorate of Distance Education and not to any other Section.

This shall have to be adhered to with immediate effect.

**HOD
Purchases**

Copy to :

1. The Vice-Chancellor's Office
2. The Pro-Vice Chancellor's Office
3. The Registrar Office
4. The Dean, Off. Campuses (to intimate all Off-Campuses)
5. The Director, DDE (to intimate all RCs/SRCs)
6. The Dean, School of Education & Training
7. The Principal, Polytechnic, Hyderabad
8. The Principal, ITI, Hyderabad
9. The Admin. & Governance Section
10. University Website
11. Concerned file

Gachibowli, Hyderabad – 500 032

☎ 040-23001697, EPABX No.2300 6612 -15 / Extn: 1340, 11341 & 1342, Fax: 2300 6604,
Website: www.manuu.ac.in & Email: purchase@ac.in & purchase.manuu@gmail.com