No.MANUU/Purchase/F.144/24-25/357   Date:09/09/2024

<u>**NOTIFICATION**</u>

Sub: *MANUU - Purchase - Submission of Purchase requisitions/Indents to the concerned Offices - Intimation - Reg.*

Ref: *Approval of the Honourable Vice Chancellor, MANUU dated 29.08.2024*

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In view of head wise allocation of budget made under Capital Assets (OH35) Grant for the year 2024-25, all sections/ departments including Off Campus institutions of MANUU are hereby informed to submit their requisitions/indents to the concerned offices for the requirements related to the items classified under the heads indicated in the table as follows:

SL. No	Description	Dealing Section/Office	Remarks
1	Books & Journals	Sayid Hamid Library	All such indents will be examined and processed as per the availability of funds and prioritization of items
2	Campus Development	Engineering Section	
3	ICT enabled infrastructure for online learning and content development and procurement of e-resources(perpetual)	Centre for Information Technology(CIT)	
4	Small Equipment/ Laboratories	Purchase & Stores Section	
5	Other infrastructure including furniture & fixtures.		

The Concerned Section Heads of Offices/Sections/Departments required to ensure all procurement related files shall be routed through the concerned dealing offices/sections only for approvals and processing payment of the bills for which the necessary entries made in the budgetary register against respective head of account.

This is for information and strict compliance.

Registrar

To
All Heads (Teaching/Non-teaching at HQ & Off Campuses Institutions of MANUU) 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*