PANJAB UNIVERSITY, CHANDIGARH

No.: R02/19/6793-6862
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CIRCULAR

It is observed that Teaching Departments of the University purchase equipment for own use as well as for the work of Projects allotted to the Departments from time to time. But, as inventory of such equipment is not publicized properly, sometimes, even the users of the same Department are not aware of its existence in the very Department. Hence, they procure it again, incurring unnecessary expenditure to the University exchequer, resulting in wastage of money and equipment.

In order to avoid unnecessary wastage of fund and equipment, it is necessary to publicize the inventory of equipment, available in each Department, on the University Website. It will also ensure optimum utilization of precious equipment available in the Departments and save time of Research Scholars, Faculty Members and Students from procuring the equipment.

In view of the above, Heads of all Teaching Departments are requested to arrange to upload the "list of inventory" of equipment available in their respective Departments, on University Website, through the Director, Dr. A.P.J. Abdul Kalam Computer Centre, at the earliest.

Sd/-
(Prof. Karamjeet Singh)
Registrar

Issued to: -

1. Chairpersons/Directors/Coordinators of all Teaching Departments.
2. Director, Dr. A.P.J. Abdul Kalam Computer Centre.

Copy to: -

1. Dr. Parveen Goyal, Fellow, Panjab University, Chandigarh, w.r.t. his letter dated 01.04.2019.