

**PANJAB UNIVERSITY CHANDIGARH**

<b>From:-</b>  The Assistant Registrar (R&S), Panjab University, Administrative Office, Dewan Anand Kumar Hall, Chandigarh-160014. e-mail: <a href="mailto:arrs@pu.ac.in">arrs@pu.ac.in</a> Phone No.0172-2534869/72 0172-2541275.	<b>To,</b>  The Chairpersons/Directors/ Coordinators/Heads of all the Departments/ Centres/Offices/Branches, Panjab University Campus, Chandigarh.
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**No.D-RS2/23/10070**

**Dated: 19.12.2023**

**(Through e-mail)**

**Subject: - Seeking item-wise requisition as per Circular dated 14.12.2023.**

Respected Sir/Madam,

As per Circular No.14371/A dated 14.12.2023, issued by the Assistant Registrar(Budget), it is informed that R&S Branch is seeking item-wise requisition, for purchase of various furniture items, under Budget Head of Point No.(iii) of Page No.2, for the financial year 2023-2024 (copy attached).

In this regard, it is requested to kindly submit your requisition, if any, for the Financial Year i.e. 2023-24, **on or before 29.12.2023 (Friday) up to 5:00 p.m. positively.**

**THIS MAY BE TREATED AS 'MOST URGENT'.**

**Encls: As above.**

Yours faithfully,  
Sd/-  
Assistant Registrar(R&S)

**PANJAB UNIVERSITY, CHANDIGARH**

**No.14371/A**

**Date: 14.12.2023**

The following provision have been sanctioned out of **Development Fund (R & S)** for the year **Revised Estimate 2023-24 & Budget Estimate 2024-25:**

Budget Head	RE (2023-24)	BE (2024-25)
Renovation of Office of R & S Branch and Legal Cell, General Administration (Rs.35.00 lac; NAD for 2016-17)	20,19,027	
Purchase of following items i.e. Computers and related items <b>(RE - 2019-20)</b>  <b>Accounts Branch :</b> Computers - 101, Printers/Printer-cum-Scanner/Multifunctional - 52, UPS - 121 & Photostat - 1  <b>General Branch:</b> Computers - 2, Printers/Printer-cum-Scanner/Multifunctional - 3 <b>DR Colleges :</b> Computers - 6, Printers/Printer-cum-Scanner/Multifunctional - 6 <b>Registrar Office :</b> Computers - 3, Printers/Printer-cum-Scanner/Multifunctional - 3 <b>RTI Cell :</b> Computers - 1, Printers/Printer-cum-Scanner/Multifunctional - 1 <b>Estate Branch :</b> Computers - 2, Printers/Printer-cum-Scanner/Multifunctional - 2 <b>R &amp; S :</b> Computers - 1, Printers/Printer-cum-Scanner/Multifunctional - 1 <b>Establishment Branch :</b> Computers - 8, Printers/Printer-cum-Scanner/Multifunctional - 8  <b>Note : (i)</b> Before procuring the computers, R&S branch shall consult the Director Computer Centre to explore the possibility to purchase branch wise 'thin Clients' with a common server separate for each branch, provided the same is economical vis-a-vis stand alone PCs.  <b>(ii)</b> Since the actual number of computers to be purchased would be lesser than the demand as above (because after purchase of new computers for various teaching departments, some old computers with moderate configuration shall be issued to various administrative offices), hence a lump sum provision of Rs.75.00 lacs has been allowed under this head.	7,87,056	
R & S (Branch) : Purchase of Vehicles (Rs.20.00 lacs; BE 2023-24)	20,00,000	0

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Budget Head	RE (2023-24)	BE (2024-25)
R & S (Branch) : Purchase of 2 New Buses including Registration, Insurance, Accessories etc. (Rs.1,10,00,000/- ; BE 2024-25) <i>Note: As confirmed by Registrar, no additional Driver/Manpower would be required as with the Condemnation of some vehicle in the past, adequate manpower is available.</i>	0	1,10,00,000
R & S (Branch): Purchase of Fans for all Offices (BE 2023-24) <i>Note: The office of the DSW shall seek requisition from all the departments as well as hostels and after evaluation/assessment of various requirements, the steps for procurement shall be initiated as per rules keeping in view the general principal that no repairable Fan be replaced.</i>	5,00,000	0
(i) *Purchase of Furniture, Fixtures & Electrical items for various Administration Block Offices (Rs.25.00 lac; RE-2019-20)	9,45,627	0
(ii) *R & S (Branch): Purchase of Furniture & Fixture for Various Branches (BE 2023-24)	8,29,500	0
(iii) *R & S (Branch) : Purchase of various furniture items of Teaching Departments, Centres, Offices, Administration Block etc. (Total - Rs.1.25 crore) (Rs.75.00 lacs; BE 2023-24) & (Rs.50.00 lacs ; BE 2024-25) <i>Note: *The office of shall seek requirement of furniture items from all the departments and other offices and get them evaluated through a committee, preferably through a site visit. While evaluation, it must be assessed that whether the existing furniture can be used by repair or not and no repairable item be replaced. The process of seeking requirement, evaluation/assessment as well as purchase and supply of furniture items to the concerned departments/offices must be completed by the office of Registrar in a time bound manner.</i>	75,00,000	50,00,000
R & S (Branch) : Purchase of Laptops (2) (1 for FDO and 1 for DUI) (Rs.2,00,000/- ; RE 2023-24)	2,00,000	0

  
**Assistant Registrar (Budget)**

**Issued to:**

- (i) A.R. (R & S) (for information and necessary action).

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