



**The University of Burdwan
Finance Department
Central Purchase unit**

No:-F/CPC/Meeting/(17-18)/265

Dated:-09.02.2018

Notice

As directed by the Hon'ble Vice-Chancellor it is hereby notified that all Academic & Administrative Heads must submit to the Finance Officer the details list of the materials including specification in details that will be used / consumed by the said department in 2018-19 financial year. The said list must be submitted within 28th February , 2018 which are covered under budget provision. It is necessary for enlistment of names of vendors / suppliers for supply of items on rate contract basis throughout the year.

Sd/-

Finance Officer