



THE UNIVERSITY OF BURDWAN
Registrar's Secretariat

No.: R-S/N-1/ 247

Date: 13.04.2016

NOTIFICATION

It is notified for information of all concerned that all are requested to submit requisition for purchase as per enclosed proforma.

By order of the Hon'ble Vice Chancellor

A. Chatterjee

(A. Chatterjee)

REGISTRAR (Officiating)

No.: R-S/N-1/ 247/1(95)

Date: 13.04.2016

Copy forwarded for information and necessary action to the:-

1. The Director, IQAC, B.U.
2. The Dean, F. C. for P. G. Studies in Science, B.U.
3. The Dean, F.C. for P.G. Studies in Arts etc, B.U.
4. The Finance Officer, B.U.
5. All Heads/TiCs of all teaching departments of this University
6. All Officers of this University
7. Office of the Hon'ble Vice Chancellor, B.U.
8. System Manager, Computer Centre, B.U. - with a request to place this Notification on the University Website.

A. Chatterjee

REGISTRAR (Officiating)



THE UNIVERSITY OF BURDWAN

Requisition through Central Purchase

Name of the Applicant (*with designation*) :
Department :
Name of the materials to be purchased :
Quantity :
Specifications (*if any*) :
Purpose of procurement (*briefly*) :
Date of received similar product earlier (*if any*) :

.....
Signature of Applicant

.....
Signature of the HoD

Budget head	Fund availability statement
	Fund is available <input data-bbox="1071 1213 1201 1255" type="checkbox"/> Fund is not available <input data-bbox="1071 1283 1201 1325" type="checkbox"/>

Budget approved by the Finance Officer

.....
Signature of the Finance Officer

Approved by

.....
Registrar

.....
Hon'ble Vice Chancellor