

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited "A" Grade by NAAC)



ADMINISTRATION – SECTION / प्रशासन अनुभाग

सं./No. MANUU/Admn /F.110/2020-21/ 1044

दिनांक. 22.10.2020

OFFICE ORDER / कार्यालय आदेश

Sub/ विषय: MANUU- Constitution of Committee for Procurement of fixed Assets under the UGC Allocation under Capital Assets for the Year 2020-21-Office Order -Regd.

Ref./ संदर्भ: Vice- Chancellor's I/c approval dated: 19.10.2020.

The Competent authority is pleased to constitute a Committee for Procurement and judicious usage of Capital Assets under the respective Head of fixed Assets of the UGC Allocation for the Year 2020- 21 comprising of the following members.

Sl.No.	Composition	Member
1.	Finance Officer	Chairperson
2.	Dy. Dean (Planning & Development)	Member
3.	Executive Engineer	Member
4.	Asst. Registrar (Purchase and Stores)	Member
5.	Asst. Registrar (B&A)	Member/Convenor

Terms of Reference:

- To ascertain the requirement under each head from Schools/Centers/Satellite Campuses and to prioritise the requirements. Keeping in view of the Vision Mission and objectives of the University.
- Consult the Librarian for books and journals
- Consult the Dean School of Technology, Director CIT and Controller of Examinations for ICT enabled services.

The Committee shall submit detailed Roadmap for procurement of above assets within 2 weeks so that the above grants can be utilized judiciously and submit the Utilization Certificate and Statement of Expenditure thereof timely to UGC.

[Signature]
22.10.2020
Registrar I/c
प्रभारी कुलसचिव

Copy to/ प्रतिलिपि:

The Chairman and all the Committee Members (Task Force for COVID-19 pandemic)

Copy to:

- Offices of Vice-Chancellor / Registrar /FO
- Director, CIT for uploading on University Website
- Concerned file

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