



COMPUTER CENTRE
ALIGARH MUSLIM UNIVERSITY
ALIGARH - 202002 (INDIA)

R No. 1942-CC
D. 01-02-2013

Suhel Mustajab

R-3530/PCC
31/1/13

EPBX : 2700920
Internal : 3650, 3651
Director : 2701221
FAX : +91-571-2701221
Email : director.cc@amu.ac.in

DIRECTOR

January 31, 2013

Pro Vice-Chancellor
Aligarh Muslim University
Aligarh

After the formation of the Central Purchase Committee for Computers (CPCC) on 22nd Dec, 2012, all the requests for the purchase of the Computers/Peripherals are sent to the Director, Computer Centre.

While handling the requests of the user departments it was observed that the departments have given the requests for very small items like mouse /Keyboards, SMF batteries/batteries of the small UPS units, Pen drives, speakers/headphones that too in very few numbers, the actual financial implication for those items will be well within the financial powers (Rs. 15000/-) of the respective head of the departments/directors/coordinators/principals etc.

It is recommended that the departmental heads be permitted to purchase the above mentioned/similar items on their own, as it will be extremely difficulty for the CPCC to procure the above items, as most of the time the requirements are urgent, time bound and in small numbers.

If agreed to, kindly accord your approval so that the above requests are referred back to the requesting departments, so they can procure the items at their end.

Approved
31/1/13
Pro Vice-Chancellor
A.M.U., Aligarh U.P.

Suhel Mustajab
31/01/13