



Ref. No. Purchase & Stores/ 720

Date: 23-01-2023

CIRCULAR

Sub: Assigning repair & maintenance of Air Conditioners works to Engineering Section – Reg.

Ref: Approval of the Hon'ble Vice Chancellor dated: 11.01.2023

1. All the Sections / Centres Heads (other than Dean offices) are hereby informed to forward any complaint in respect of installation / poor functioning / repairs of Air Conditioners to the Office of Executive Engineer, Engineering Section. The Engineering Section will attend above complaints henceforth.

2. Further, as per the recent University notification no. MANUU/ER-I(B)/F.318/2021-22/541, dated: 07.10.2021, the Deans were given responsibilities of meeting the expenditure on minor repairs and maintenance of equipment and laboratory equipment. Therefore, the Dean offices should look after the minor repair and maintenance works / services of air conditioners for the Dean office and their respective departments.

3. The expenditure for this purpose should be met from the allocated budget under 'Recurring' head to the respective offices. In case of non-availability of budget, prior approval shall be obtained based on the urgency/essentiality of the issue on each occasion.

Registrar
23/1/2023

To

All the Deans, Directors, Head of the Department, Section/Centre Heads.

Copy to:

- 1) O/o The Vice Chancellor / Registrar / Finance Officer
- 2) O/o The OSD-I and OSD-II
- 3) Engineering Section
- 4) Purchase & Stores Section
- 5) CIT – to upload on University Website
- 6) Concerned File