



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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F.No. 752

Date:17/02/2020

C I R C U L A R

Subject: Purchase of furniture items by various departments.

It has come to the notice of the undersigned that various departments are purchasing furniture items from the allocated Non Recurring budget after taking the approval of the HoD. This is to inform that as per Purchase Manual of IIT Ropar Clause 5 (1) "*All the purchases of furniture should be done through Stores and Purchase Section after approval by the Director*".

All concerned are requested not to purchase any furniture item on their own and process the same through the Stores and Purchase section only.

RS. May 20

Registrar

Copy to:

1. Dean/HoD/Faculty/Staff broadcast