

**MAHATMA GANDHI UNIVERSITY**  
**(Abstract)**

University Office–Recommendations to streamline purchase of computers and accessories —  
Approved Orders Issued.

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**ADMINISTRATION BIV SECTION**

U.O No.956/Ad BIV/1/384 VC /2016

Dated, P.D Hills.17.02.2016

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Read:-1. Note No. Repr/02/129/2016 dated 04.02.2016

**ORDER**

Vide paper read above, it is pointed out that in the purchase of Computers and Accessories in the University is carried out in a haphazard manner. Though a Technical Committee was formed to evaluate the requirement of computer purchases, it has been bypassed on most occasion when purchases are made by drawing Provisional Payments on grounds of exigency. Consequently the necessary follow up action relating to AMC are not taken up, leaving sufficient room for technical snags to threaten the functioning of the equipment and resultant hazards.

The Hon'ble Vice- Chancellor has approved the following recommendations in order to streamline the purchase of Computers and Accessories.

1. All requests for purchases of computers shall be examined by Hardware Engineer to determine and certify the essentiality of the purchases and feasible alternatives, if any, proposed.
2. Hardware Engineer may ensure that systems/ printers are by and large uniform in terms of make and specifications.
3. Offices/ Sections seeking to replace defunct computer/ equipment/ accessories shall return the same to the General Store and furnish receipts along with requests for new supplies.
4. Offices seeking to install systems for the first time shall route their requests through the System Administrator/ Hardware Engineer.

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5. Ad. BIV Section shall maintain a stock register for all such purchases and enter all necessary details relating to the make, date of purchase, warranty and other particulars and take timely action for entering into AMC wherever necessary.
6. Regularisation of provisional payments drawn for the purchase of computers/ printers/ accessories shall inevitably be routed through Ad. BIV Section so as to enable the section to verify and certify that the purchases concerned have been brought to stock.

Orders are issued accordingly,

Sd/-

THULASEELAL R N  
ESTATE OFFICER  
FOR REGISTRAR

Copy to:-

1. PS to VC/PVC
2. PA to Registrar/FO/CE
3. All Sections/Departments/Schools
4. System Administrator/ Hardware Engineer.
5. Govt. Audit
6. SF/FC
7. Ad. BII / Ad. AIII / Ad. AII

FORWARDED/BY ORDER

  
SECTION OFFICER