



Central Purchase Office

Aligarh Muslim University, Aligarh

Phone: +91-571-2700920 Ext: 1270/71/72 Email: afo.cpo@amu.ac.in

Ref. No.: D-2492/CPO/2017-18/ Desert Cooler

Dated: 02 January 2018

Notice

All Deans of Faculties / Dean Students' Welfare.
All Chairmen of the Departments of Studies.
All Director / Coordinator of the Centre / Institutes / Unit.
All Head of Offices / MICs / OSDs.
All Principals of Colleges / Polytechnics / Schools.
All Provosts of Halls of Residence / NRSC.
All Joint Registrars / Joint Finance Officers / Joint Controllers.
All Deputy Registrars / Deputy Finance Officers / Deputy Controllers.
All Assistant Registrars / Assistant Finance Officers / Assistant Controllers.
Assistant Registrar VCs / PVCs Secretariat.
P.S. to Registrar / Finance Officer / Controller.
Aligarh Muslim University, Aligarh

Subject: Requirement of Desert Cooler

Kindly arrange to furnish the requirement of Desert Cooler, if any, in the following format latest by 20.01.2018 for the year 2018.

S. No.	Name of the Department / Office / Hall etc.	No. of existing Desert Cooler	No. of Desert Cooler required	Purpose / Justification	No. of Desert Cooler provide in following years			
					2014-15	2015-16	2016-17	2017-18

Besides hard copy, it is mandatory to furnish a soft copy of the above requirement on email: afo.cpo@amu.ac.in in excel format. The format is also available at <https://www.amu.ac.in/financesection.jsp?did=10113&lid=Useful%20Download>

W
21-18
Joint Finance Officer
(Purchase)