



# FINANCE OFFICER'S SECRETARIAT A.M.U., ALIGARH

No. D. 722 /FO/CPO/PS/2017

Date: 25 July, 2017

## For Wide Publicity


All Dean of Faculties/Dean Students' Welfare  
All the Chairman of Department of Studies/All Head of the Offices, Proctor,  
All Principal of Colleges/School, Director of Centres/Institutes, Member-in-Charges of  
Offices/Departments, Provost of Halls of Residence/NRSC,  
Assistant Registrar, VC Secretariat for information of the Vice-Chancellor  
PS to Registrar/FO/COE&A AMU Aligarh

## CIRCULAR

The Vice-Chancellor has observed that a large number of obsolete and unserviceable items of furniture and fixtures etc. lying on the roof and corridors of the building which leads to seepage and damp would leads to damage of building as well as costly machines, important files and paper etc. These items have lost their utility need to be condemned / auctioned immediately.

The Vice-Chancellor, in this regard as a very special case as one time measure under section 19(3) authorised to all the Head of the Departments/Offices/Halls etc. by escaping the step of the Technical Expert for condemnation as well as auction as provided in the condemnation rules. The following steps are to be taken under consideration:

1. Arrange to send the repairable furniture to the Building Department for its necessary repairs.
2. Provost of Halls of Residence/Proctor's Office will arrange the auction of unclaimed items belonging to the students like bicycles/cloths/raddi etc. after due publicity in the presence of auction committee constituted by the Provost of the concerned Halls/Proctor as per provision of the condemnation rules.
3. All the functionaries of the university will arrange the condemnation/auction of unserviceable items after constituting the condemnation/auction committee comprising of at least three member of appropriate level.
4. The amount received through auctioned will be deposited in the head of account "Miscellaneous Income Code No.50015" of the University. The taxes (GST) will also be charged extra, on the income received through auction and deposit the same after obtaining the concern of the Assistant Finance Officer (Cash).

  
(Prof. S.M. Jawed)   
Finance Officer

Finance & Accounts Department,  
Aligarh Muslim University,  
Aligarh.

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May 24, 2017


C I R C U L A R

Dean of Faculties/Dean, Students Welfare,  
Principals of Colleges/Schools,  
Directors of Centers/Institutes,  
All Chairmen of Departments of Studies/Heads of Offices,  
Provosts of Halls of Residence/NRSC,  
Proctor/Director, Computer Centre,  
Assistant Registrar, VC's Secretariat for information of the Vice-Chancellor,  
P.S. to Registrar/Controller of Exams. & Admissions/Finance Officer,  
Aligarh Muslim University,  
Aligarh.

You might be well aware that the University Grants Commission/Ministry of Human Resource Development time and again are emphasizing to adopt austerity measures to minimize expenditure due to paucity of funds. With great efforts, the University has been able to manage the release of grant from the UGC to meet out the bare minimum requirements.

In these circumstances, it is requested to all concerned that as far as possible the requirements for procurement of new furniture should be avoided. Instead, utmost efforts should be made to use the available furniture with the Departments/Offices by getting it repaired. The expenditure to be incurred on furniture repairing etc. may be met out of the funds available at the disposal of the Departments/Offices. In exceptional cases, if the Departments/Offices are not in a position to squeeze in funds for repairing of furniture etc., the request of funds be sent to the Finance & Accounts Department. Thus, it would save considerable funds which may be used for academic activities and infrastructural development of the university.

This circular should be given wide publicity.

  
(Prof. S.M. Jawed, Aligarh)  
Finance Officer