

Finance & Accounts Department,  
Aligarh Muslim University,  
Aligarh.

No.D-<sup>145</sup>/FO/CPO/2017

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, Registrar)  
Finance Officer