

Ref. No. CUJ/GA/00/N/C/04/2026/... 479

Date: 17 July, 2026

संशोधित कार्यालय आदेश/ REVISED OFFICE ORDER

In order to streamline the procurement process and ensure timely execution of works and services, it is hereby ordered that henceforth, the process of tendering/procurement relating to the requirements of each Section/Department shall be initiated and processed by the respective concerned Section/Department as per the details given below and in accordance with the applicable provisions of the General Financial Rules (GFR), GeM guidelines, CVC instructions, University Statutes/Ordinances, and other Government of India guidelines issued from time to time.

Nature of Work / Services	Concerned Department/Section
Procurement of goods	Purchase Section
Procurement of goods/services of Engineering Section	Engineering Section
Procurement of Manpower Services	Administration Section
Procurement of Mess Services	Office of Dean Student Welfare
Procurement of Housekeeping/Gardening Services	Estate Section
Procurement of Security Services	Security Office
Procurement of Transport Services	Transport Section
Procurement of Lab. Equipments/ misc. items of the departments	Concerned Department.

Section Officer (Purchase) and other concerned Sections shall extend necessary assistance, wherever required, in accordance with the existing rules and procedures.

This Office Order shall come into force with immediate effect and shall be followed by all concerned.

This is issued with the approval of the Competent Authority.

Y2Cao
17/07/2026
कुलसचिव (प्रभारी)
REGISTRAR I/c

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6. All DRs / EE/ PRO /ARs/ Hindi Officer/ Security Officer
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11. PS to Vice Chancellor/ PS to Registrar/ PS to Finance Officer
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