



श्री माता वैष्णो देवी विश्वविद्यालय

Shri Mata Vaishno Devi University

Sub Post Office, Katra -182320, J&K

Tel : 01991-285524

No.: SMVDU/S&P/Annual Procurement Plan/24-25/837-41

Dated: 02nd Aug, 2024

INTER OFFICE CORRESPONDENCE

| From | To |
|-----------|---|
| Registrar | Heads / I/c. Heads of all Schools / Sections |

Sub : Annual Procurement Plan for the Financial Year 2024-2025

Refer above subject matter, including the email dated : 11-06-24 and IoC issued vide No. SMVDU/ S&P / Annual Procurement Plan/24-25/5356-59, dated:02-07-24.

As desired by the Competent Authority, you are requested to provide **the current status of the procurement of items/machinery/software** of the approved Annual Procurement Plan of your School/Section, within the allocated budget[capital as well as revenue] of your respective School/Section in the format given below;

| Sr.No. | Description of item as per Annual Procurement Plan | Approx. Cost | Status of procurement |
|--------|--|--------------|-----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

This excludes general items of common use [computers/ printers/ laptops/ photocopier /AC/furniture & Fixture, etc.] to be procured from central budgetary heads.

Accordingly all stakeholders are informed that the reason for not initiating Purchase of the approved items till date with justification be put on record, for perusal of the Competent Authority.

The above details must reach the S&P wing latest by 6th August 2024 in a time bound exercise.

This issues with the approval of the Competent Authority.


Registrar
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Copy:

1. Finance Officer, SMVDU for kind information.
2. DR (S&P) for information.
3. AR to VC for the kind information of Hon'ble Vice-Chancellor.
4. I/c. Website, for uploading on the University Website.