

RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH

No. ST-354/AM/2019

Dated, the 28<sup>th</sup> June, 2021

C I R C U L A R

This is to inform all the Deans, HoDs/Directors and Branch Officers that to streamline requisition of furniture and equipments of all the Dept. & Branches of the University, a standard requisition format has been formulated.

Hence, all are requested to submit any requirement(s) through the Requisition Format only (copy enclosed).

This issue with the approval of Vice-Chancellor.


Sd/- Registrar

Memo No. ST-354/AM/2019 / 0206

Dated, the 28<sup>th</sup> June, 2021

Copy to :

1. PS to Vice Chancellor for kind information please.
2. PS to Registrar for information.
3. PA to Finance Officer for information.
4. PA to CoE for information.
5. All the Deans/HoDs/Directors for information.
6. All the Branch Officers for information.
- ✓ 7. The Jt. Director, CC for information and uploading the circular in RGU website.
8. Notice Boards.
9. Office copy.

  
28/06/2021  
Estate Officer

**RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH**

Name of the Dept./ Branch/ Section.....

Date .....

**REQUISITION**

Sl. No.	Name of the Articles with complete specification	Qty.	Approx. Rate	Amount	Name of the user & justification for requirement	Status of existing one	Received date of existing one
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Remarks of HoD/Branch Officer	
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**Signature of HoD/Branch Officer**

For office use

Fund status under the Head of the proposed articles for the Financial Year 2019-20				
Head of Account	Total fund allocation	Expenditure till date	Balance as on.....	Remarks

**Estate Officer**