

No. EDN-HE (4)3(C) 15-16-Sanction
Directorate of Higher Education
Govt. of Himachal Pradesh

Dated, Shimla-1

the 6/5/2016

To


All Principals,
Newly opened colleges during 2016-17 viz. Govt. Degree College, Shri Naina
Devi Ji (BLP), Sihunta (CBA), Rey (KGR), Rakkar (KGR), Sainj (KLU), GC 16
Mile (SML), Tikker (SML), Kandaghat (SLN), Kaffota (SMR), Chowki
Manyar (UNA).

Subject:- Purchase of Office Furniture & Student furniture in newly opened college from
the academic session 2016-17.

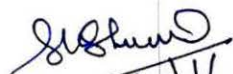
Memo

All the aforesaid Principals are hereby authorized to purchase furniture to its own college as per entitlement of each as well as within limit on prescribed enclosed proforma though duly constituted local purchase committee vide No. EDN-H(4)3(C)2014-15- sanction dated 9th March, 2015 (available on Departmental website) for each colleges. It may also be ensured that no furniture shall be purchased over and above of beyond its requirement, as per availability of space for installation of furniture, availability of teaching and non-teaching staff and student strength. The local purchase committee will inspect the premises of industry from where furniture is to be purchased and then get it consignment against proper challan to be received and entered in the stock register. Stock Register shall be filled up duly entering of each furniture in the stock register and same counter entry on the body of bill. Thereafter bill shall be sanctioned and passed by the DDO and demand of funds be sent to this office which shall be provided immediately on internet. In case if regular Principal has not joined the College, do the needful who is looking after the additional charge of newly opened College.

Any lapse for non-availability of furniture well in of the college or purchase in surplus shall be viewed strictly and the principal concerned shall be held responsible.


(Dinkar Bhatnoki)
Director of Higher Education
Himachal Pradesh

Subd IT cell to upload on departmental
web site.


6/5/16

I <u>For Principal Office :-</u>		
	Items	Quantity
1	Revolving Chair with full back	1
2	Executive Table	1
3	Almirah	1
4	Visitor Chair	6
5	Sofa Set five seater	1
6	Centre Table	1
7	Computer Table	1
8	Computer Chair	1
9	Honour Board	1

II <u>For Staff Room :-</u>		
	Items	Quantity
1	Easy Chair	15
2	Centre Table	2
3	Pigeon Almirah	2

III <u>For Office Staff</u>		
	Items	Quantity
1	Table for Supdt. G-II	1
2	Revolving Chair (Half Back)	1
3	Office Table	3
4	Chair Cushion	3
5	Visitor Chairs	2
6	Stool	4
7	Notice Board	1
8	Almirah	4
9	Dustbin	6
10	Computer Table	3
11	Computer Chairs	3

<u>Computers</u>		
IV		
	Items	Quantity
1	Computer	3
2	Printer	3
3	UPS	3
4	Fax Machine	1

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V <u>For Students :-</u>		
	Items	Quantity
1	Duel Desks	100
2	Lecture Stand	5
3	Writing Board	5