

PANJAB UNIVERSITY CHANDIGARH
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER

No. 98-297/FDO

Dated: 16-01-2019

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Teaching & Non-teaching Departments/
Directors of Regional Centres/All Wardens of PU Hostels/
ACLA/DSW/XEN/Horticulture
Panjab University,
Chandigarh.

Subject:- Uniform periodicity of Annual Maintenance Contracts of Equipment.

Dear Sir/Madam,

The Committee constituted by the Vice Chancellor regarding rationalization of periodicity of Annual Maintenance Contracts of various equipments, lifts and other facilities has desired the information on the following format :-

Sr.No.	Name of equipment/facility	Year of purchase/installation	Cost Price (including installation cost)	Period of latest AMC	Amount of AMC	Budget Head from where payment is being made

You are requested to send the above information by January 28, 2019.

Please treat it as **'Most Urgent'**

Yours faithfully,


Deputy Registrar(Accounts)