



SAMBALPUR UNIVERSITY
JYOTIVIHAR, BURLA
SAMBALPUR (ODISHA), PIN-768019
NAAC ACCREDITED WITH 'A' GRADE Website: www.suniv.ac.in

No. 290 / Store

Dated: 18/07/2023

CIRCULAR

It is for information of all concerned that Annual Indents/requirements giving details of probable requirement of Store materials (consumables) including printed items etc. for the year 2023-24 are invited in the form no-41 enclosed herewith for submission to the Store & Purchase Section latest by Dt: -31.03.2023 failing which indent may not be entertained for supply of Store materials during the year.

All the Sections/Departments are requested to verify the actual stock position, annual consumption and actual requirement of above materials for the year 2023-24 before giving the annual indents.

Memo No. 291 / Store

Registrar 18/07/2023
Dated: 18/07/2023

Copy forwarded for information & necessary action to: -

1. All officers/Section Officers.
2. All HOD's, P.G. departments.
3. Chairman P.G. Council/ Director, College Development Council.
4. Librarian, B. Behera Central Library.
5. O.I.C., Computer Center/Coordinator U.S.I.C.
6. M.O., Health Centre/Manager, Guest House.
7. Director, C.D.O.E. / Coordinator, P.E.C. / Director, Academic Staff College.
8. Principal, Jyoti Vihar Junior College/ Headmaster, Jyoti Vihar High School.
9. Secretary to Vice- Chancellor/ P.A. to Registrar.
10. Director, e-Governance Nodal center.
11. Three (03) Spare copies to Store Section.

Registrar 18/07/2023

Form No: - 41
(vide Para 47.1 (ii))

SAMBALPUR UNIVERSITY

Annual Indent of Store materials (Consumables) & Printed materials for the year 2023-24

Section/Unit/Department Name: -

Dt: -

Sl. No.	Item name	Quantity Required	Last Year Consumption

Section Officer/ HOD

(Sign with Seal)