



Office of the Registrar  
(Institute Purchase Cell)

कुलसचिव कार्यालय  
(संस्थान क्रय प्रकोष्ठ)

Ref. No.: IIT (BHU)/I. P. Cell/2023-24/ 779

Dated: 22<sup>nd</sup> February, 2024

## NOTIFICATION

All the Deans/Heads/ Coordinators/In charges/CoW/Admin Wardens/Wardens of the Departments/Units/Offices/Hostels are requested to ensure the quality and price reasonability while procuring stationery items, following the purchase rules of the Institute.

This may please be brought to notice of all the concerned.

This is issued with the approval of the Competent Authority.

Yours faithfully,

**Jt. Registrar (Accounts)**

**Copy forwarded for information to the following:**

- All the Deans, IIT (BHU),*
- All the Heads of the Departments / Coordinators of the Schools, IIT (BHU),*
- All the Professor In-charges, IIT (BHU),*
- The Coordinators / In-charges of Units / Centres / Offices e.t.c, IIT (BHU),*
- The Chief Councillor, IIT (BHU)–Gymkhana,*
- The Chairman, Senate Library Committee, IIT (BHU),*
- The Chairman, IIT (BHU) – Cafeteria Committee,*
- The Chairman, Council of Wardens, IIT (BHU),*
- The Coordinator, GTAC, IIT (BHU),*
- The Administrative Wardens / Wardens of the Hostels, IIT (BHU)-Hostels,*
- The Chairman, Web Management & E-mail Services Committee,*
- The Chairman, IWC, IIT (BHU),*
- The Chief Proctor, BHU,*
- The Jt. Chief Proctor, IIT (BHU),*
- The Joint Registrar – BoG,*
- The Joint Registrar – Finance Committee,*
- The Deputy Registrar (Accounts),*
- All the Assistant Registrars,*
- The P.S. to Director, IIT (BHU),*
- The P.A. to the Registrar, IIT (BHU),*

**Indian Institute of Technology (BHU), Varanasi**

**Jt. Registrar (Accounts)**