To

1. All the Heads/Directors of the
   University Teaching Deptts/Institutes/Centres,
   M.D.U Rohtak.
2. All Branch Officers,
   MDU Rohtak.

Sub:- **Draft items for Central Purchase Committee.**

Sir/Madam,

The Central Purchase Committee in its meeting held on Sept. 30, 2016
vide item No.17 resolved as under:

"The CPC has observed that many table items are placed
before it for consideration. The Committee resolved that
in future no table item will be considered and all Heads of
the Departments/Director of the Institutes/Branch
Officers be requested to send draft items for CPC by the
end of each month, so that these can be examined by the
P&S Branch and then included in the main agenda."

The Vice-Chancellor has approved the above decision of the CPC.

I have been directed to request you that the above instructions of the
CPC may kindly be followed in future.

Yours faithfully,

[Signature]

Officer on Special Duty (P&S)