

Most Urgent  
Out At Once

From

The Director (Stores & Purchase),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. SPO/P2/21/ 1909.-2009  
Dated : 29/9/2021

Subject: Purchase of 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags.

You are requested to please send the annual demand of the 'A' Twill Bags, 'B' Twill Bags, Jute Canvas Bags various sizes and Foam type Bags latest by **15.10.2021** so that case for procurement of these Bags may be processed further. The demand received after 15.10.2021 will not be entertained.

This may be treated as Most Urgent.

  
Director (Stores & Purchase)

Copy to:

1. Incharge, Computer Section, (COBS&H), CCSHAU, Hisar with the request to place the Circular on University Website under link SPO and further under Important Circulars-2021.

From

**Urgent**

The Director (S&P),  
CCS Haryana Agricultural University,  
Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(including all Outstations),  
CCS Haryana Agril. University, Hisar.

Memo No. D(S&P)/P-2/21/ 16-116  
Dated : 6/4/2021

Subject: Demand of Stationery, Research Stationery and Miscellaneous items for the year 2021-22 i.e. upto the period ending 31.3.2022.

As per prescribed Purchase Procedure of the University, a minimum period of three months is required for finalizing a purchase case. You are, therefore, requested to please send the demand of the following items required during the year 2021-2022 alongwith specifications so that cases for procurement of these items are initiated in time.

Office Stationery

- 1- All kinds of Paper.
- 2- All kinds of Envelope of all sizes.
- 3- General Office Stationery viz. All Pins, Thumb Pins, Stamp Pad (Self Inking), Stapler and Stapler Pins, Carbon Paper, Aluminium Foil, U/V clips ordinary & plastic coated, Gum flag, Gum Slips, File covers katcha, Pacca, Pen Plastic Folders in different colours, Pencils, Paper Weight, Tags & Laces, Shorthand notebook, Register different sizes, Writing Pads (big & small), Bod kins etc.

Miscellaneous items

Phenyle (liquid), Spray (Insect-killer), Hand Sanitizer, Sodium Hypo chloride, Plastic wares (domestic type), Detergent, Soap, Liquid Handwash, Naphthelene Ball, Duster Cloth, Malasia cloth, latha, Muslin cloth, Cycle Tyres & Tubes, Locks, Cycles, Crockery items, Glass Tumbler, Key rings, Big Cups/Mugs, Pen Drive, Power backup, Tie, Badges for coats, Toilet Cleaner, Foot Mats, Brooms, Floor Brush, Wiper, Towel, Cotton absorbent/nonabsorbent, Hessian Cloth (Palli), Sutli (Jute Twine)



Research Stationery

Seed Packets of all sizes, Luggage labels, Aluminium labels, Jewel Tags, Selfing bags made out of Indian and Imported Parchment Paper, Pollinating Bags, Silking Bags, Butter Paper, Rubber Bands, Polythene bags (Transparent), Polythene sheets (Transparent and Black), Polythene bags (Transparent) with interlock facility.

Note : The demand for Polythene Bags and Polythene sheets may please be sent in Kilogram only.

2. The demand of the overleaf items mentioned in this circular may please be sent to this office latest by **26.4.2021**, positively. The demand received after stipulated time will not be entertained in any case.

3. A certificate to the effect that necessary funds and financial sanction of the competent authority exist with your office/department may also be recorded.

4. **It is also worthwhile to mention here that without submission of requisite demand, material/N.A. will not be issued.**

for Director (S&H) 6/04/2021

CC :

1. Store-Keeper (Central Store internal).
2. Incharge, Computer Centre, COBS&H with the request to place the circular on the University Website under link SPO and sub link 'Imp Circular'