

**Reminder**  
**Urgent**

From

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. (S&P)/P-2/2023/1152-1252  
Dated : 14-7-23

Subject:

Demand of Stationery, Research Stationery and Miscellaneous items for the  
year 2023-24 i.e. upto the period ending 31.03.2024.

Please refer to this office Memo No. D(S&P)/P2/2023/08-107 dated 6.4.2023  
on the subject cited above in which it was requested to send the demand of the items latest by  
20.4.2023, but some of the Departments has not sent their demand so far.

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 2032-2024 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, Napthelene Ball, Duster Cloth, Malasia cloth, latha, Muslin cloth, Cycle Tyres & Tubes, Locks, 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

Rubber Bands, Polythene bags (Transparent), Polythene sheets (Transparent and Black), Polythene bags(Transparent) with interlock facility

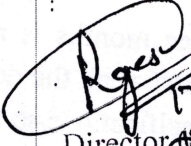
Note :

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 **29.7.2023**, 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. **Those Departments/Offices who have already submitted the demand need not send the demand afresh.**

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

  
Director (S&P)  
10/7/23 10-7-23

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'.