

Allama Iqbal Library

ISO 9001:2008 Certified

University of Kashmir, Srinagar

(NAAC Accredited "A" Grade University)

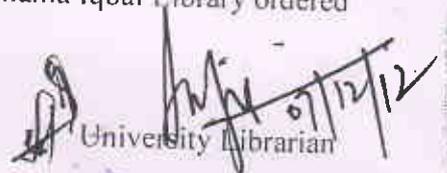
University Campus, Hazratbal, Srinagar, Kashmir-190006

CIRCULAR

All the Heads/Directors of teaching Deptts/Centres are requested that after placing orders for the purchase of books may ensure that books supplied by the suppliers are strictly in accordance with the orders placed with them. The suppliers may not be allowed to resort to any discrepancy with regard to items ordered with them.

Besides, the following points may kindly be considered while placing orders for the supply of books:

- The order placed with a particular supplier may not exceed 40% of the budget allocated with the Department for the purchase of books as per decision of the Library Committee of 2009.
- The order copy should vividly reflect information about edition, publisher besides title and author for all the items to be procured from a particular supplier.
- The latest editions of the books may be preferred for purchase unless otherwise necessarily required for the research and study of the Department concerned duly certified by the HOD concerned.
- Bills along with books may be forwarded to the Allama Iqbal Library for processing upto 15th February, 2013. In order to have smooth processing of bills, no bill shall be entertained after 15th February 2013.
- Books purchased against different grants may be clearly mentioned in the order copy so that bills are processed well in time.
- No supplier shall be allowed to deliver the books directly in Allama Iqbal Library ordered by the Heads/Directors concerned.


University Librarian

No : F(Cir-Acq)AIL/KU/2012

Dated: 07-12-2012

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13/12/2012