



MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act. No.25/1975)
NAAC Accredited 'A+' Grade

No. P&S/2020/AMC/ _____

Dated: _____

To

- (1) Director (UIET), (2) Director (Sports), (3) Director (IHTM)
(4) HOD (Microbiology), (5) HOD, (Geography), (6) HOD (Hindi)
M.D.University, Rohtak.

Sub: **Renewal of AMC of Photocopier Machines- RICOH, SHARP, CANON & Xerox.**

Sir/Madam,

It is to inform you that the Sub-committee constituted by the CPC/VC in its meeting held on 27/11/2019 in the office of the Director, University Computer Centre found that UIET do have spare capacity. Therefore, some of their Photocopier Machines may be forwarded to other office/departments having more requirements. Excess capacity available in other departments may be utilized by adjoining deptt. on need basis as detailed below:-

S. N.	Place Where Machine is installed	Make & Model of Photocopier Machine	AMC Amount Approx. per Annum	Deptt. where Machine to be shifted OR shared
1.	UIET i) TPO office ii) UIET Office iii) UIET Library iv) CSE v) Bio Technology vi) Mechanical viii) Electrical	<u>RICOH/CANON</u> RICOH-2000Le RICOH-2000Le RICOH-2001L CANON-IR2535 CANON-IR2535 CANON-IR2535 CANON-52535	Rs.9892/- Rs.9892/- Rs.9892/- Rs.24,500/- Rs.24,500/- Rs.24,500/- Rs.24,500/-	Sr. No. (i) to (iv) will serve the purpose of UIET University Press Accounts Branch may be shared if required UCC may share if required
2.	Microbiology	XEROX- WCS225	Rs.15,000/-	Microbiology, CBT, Bio Informatics,
3.	Geography	XEROX- SC-2020 & SHARP-AR-5320	Rs.15,000/- & Rs.6617/-	Geography, Physics, Statistics & History
4.	Sports	RICOH-MP-2030 & MP-2030	Rs.25000/- & Rs.20561/-	Shared with University Press
5.	IHTM	SHARP-ARM-205	Rs.12,949/-	IHTM, Public Admn. & Education Deptt.
6.	Hindi	MX-M310N	Rs.19,177/-	Hindi, Sanskrit & English

You are, therefore, requested to take further necessary action as decided above.

Yours faithfully,

Officer on Special Duty (P&S)

dated:- 24.2.2020

Endst.No.P&S/2020/AMC/ 448-459

A copy of the above is forwarded to the following for information and further necessary action:-

1. Finance Officer, M.D.University, Rohtak.
2. Manager University Press, M.D.University, Rohtak.
3. Director, University Computer Centre.
4. Director, CBT, M.D.University, Rohtak.
5. Director, Bio Informatics, M.D.University, Rohtak.
6. Head, Department of Physics, M.D.University, Rohtak.
7. Head, Department of Statistics, M.D.University, Rohtak.
8. Head, Department of History, M.D.University, Rohtak.
9. Head, Department of Public Administration, M.D.University, Rohtak.
10. Head, Department of Education, M.D.University, Rohtak.
11. Head, Department of Sanskrit, M.D.University, Rohtak.
12. Head, Department of English, M.D.University, Rohtak.

G. G. G.
26/02/2020

Officer on Special Duty (P&S)