



विश्वविद्यालय अनुदान आयोग
UNIVERSITY GRANTS COMMISSION
शिक्षा मंत्रालय, भारत सरकार
MINISTRY OF EDUCATION, GOVT. OF INDIA
बहादुरशाह जफर मार्ग,
BAHADUR SHAH ZAFAR MARG
नई दिल्ली- 110 002
NEW DELHI - 110 002



No. F. 5-4/2012(GA)

Dated: 29.09.2020

13 0 SEP 2020

CIRCULAR

Attention is invited to the O.M. File No. 7(2)/E.Coord/2020 dated 04.09.2020 wherein the Department of Expenditure, Govt. of India, in the wake of present fiscal situation in the country has strictly directed to observe the austerity measures to cut down the purchases and maintenance etc. in all the offices. Therefore, it is requested to all the Bureaux to observe serious economy measures for indenting stationery items such as toners, papers, etc. for the optimum use of toners and to avoid wastage of papers etc. This is also implied on handling the equipments such as desktop computers, printers, photocopy machines, telephone instruments etc. . Usage of electricity, water etc. may also be done economically. Indent for procurement of goods & services may please be placed with G.A. section well in advance so as to avoid last minute rush.

The Bureau Heads are also requested to observe austerity measures for organizing meetings and having expenditure for hospitality purpose.

In view of above, the incharge of the stationery items in the sections / rooms may please follow strictly the above mentioned instructions to avoid hardships in issuing of items as above.

The cooperation of the officers and staff is solicited.


(Dr. Jitendra K. Tripathi)
Joint Secretary

Copy To

1. P.S. to Hon'ble Chairman/V.Cm./Secretary/F.A./A.S.
2. All Bureau Heads-HQ/ROs
3. UGC, 35, Feroze Shah Road and NET office, South Csmplus, Delhi University. New Delhi.
4. D.S.(Publication) (For uploading on e-Portal)