

PONDICHERRY UNIVERSITY
PURCHASE & STORES

No.PU/P&S/Furniture/2020

Date: 29.05.2020

CIRCULAR

During the recent past many requests have been received from various Head of Departments / Centres to procure and supply class room furniture to accommodate the increased strength of students under EWS. In view of the above, it has been proposed to collect the actual requirement of additional furniture to the needy Departments / Centres. Hence, all the HODs / Coordinator are requested to submit their indent in the following proforma towards procurement of additional class room furniture through **Google Forms**: <https://forms.gle/YYELei4nzKNNCQjP8>

Name of the Department / Centre:

S. No.	P.G. / Integrated Program	Existing students strength year wise					Classrooms with capacity	Existing furniture	Expected additional students strength	Requirement of Additional furniture		Remarks
		I	II	III	IV	V				2 Seater	3 Seater	

The above requirement of additional furniture may be sent to the Assistant Registrar (P&S) not later than 10.06.2020.

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Assistant Registrar (P&S)

To

All HODs/ Coordinators