



UNIVERSITY OF DELHI

दिल्ली विश्वविद्यालय

No. IAUS-III/314-2/2016/ 1003

Date: 25th Nov, 2016

OFFICE MEMORANDUM

Sub: One day Training program on implementation of e-procurement for Officials/Faculty in all Departments of the University of Delhi at DUCC on 6th and 8th December, 2016 (Two batches).

A reference is invited to this office letter No.FO/IAUS-III/314-2/2016/497 dated 31st March, 2016 and No.FO/IAUS-III/314-2/2016/923 dated 31st October, 2016 regarding implementation of e-procurement in the University of Delhi.

2. In this connection, it is informed that one day training program for the officers of various Departments in the University will be organized at **DUCC on 6th and 8th December, 2016 in two separate batches.**

3. All Head of Departments are requested to nominate **only one** suitable official/Faculty (**only those who are/ will be involved in the process of procurement in the respective Departments**) to attend the training program either on 6th or 8th December, 2016 (Two separate batches) from 9.30 AM to 5.30 PM. **The nominations must reach to Director, DUCC by 29th November, 2016.**

4. Further, no contractual / temporary staff/already trained by DUCC, should be nominated for the above said training program. In view of the logistic constraints, **participants without nomination will not be allowed to attend the said program.**

5. It has also been observed that the Departments are nominating officials who are not dealing with procurement, it is therefore, reiterated and requested that nominations must be made on selective basis i.e. those who are dealing/going to deal with the tendering process in the e-procurement mode.

(Z.V.S.PRASAD)

Finance Officer & Dean Planning

To:

1. All Head of Departments, University of Delhi - with the request to nominate **only one official/Faculty for one day training program {either for 6th Dec, 2016 or for 8th December, 2016 (Two separate batches)}**.
2. University Engineer, University of Delhi.
3. Director, USIC, University of Delhi
4. Director, CIC, University of Delhi
5. Chief Medical Officer, WUS, Health Centre.
6. Director, ACBR, University of Delhi
7. Director, DUCC, University of Delhi - with the request to upload it on the website (**www.du.ac.in**-----Useful links-----Finance-----Finance Notifications/Circulars) and make necessary arrangements relating to the hands-on /training program.

Copy for information to:

1. Jt. Registrar, VC office.
2. Office of PVC.
3. Director, University of Delhi South Campus (UDSC).