



दिल्ली विश्वविद्यालय  
University of Delhi  
दिल्ली-110007 / Delhi-110007

नया प्रशासनिक खंड  
केन्द्रीय भंडार, भूखल  
☎ 011-27602454 / 1177  
New Administrative Block  
Central Store, Ground Floor  
☎ 011-27602454 / 1177

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Date: 12/08/2021

### NOTIFICATION

It is notified to all the stakeholders that, in order to minimize the use of paper/stationary and to curb wastage of resources, w.e.f. 15<sup>th</sup> August, 2021, all the routine requests to central procurement & Stores for issue of day-to-day office items/ services shall be sent through E-MAIL only to the dedicated e-mail “[requeststore@admin.du.ac.in](mailto:requeststore@admin.du.ac.in)”.

The requests shall be initiated either by respective JR/DR/AR or by Branch Incharge/S.O./SPA/PA through **University issued official E-mail only (i.e., du.ac.in)**. The mails from personal E-mail Ids or in hard copy shall not be entertained.

This is issued with the approval of the competent authority.

12/8/21  
Assistant Registrar (P&S)

Note: The official E-mail ID's may be obtained through DUCC portal - Online services.