Allama Iqbal Library
ISO 9001:2008 Certified Library
University of Kashmir, Srinagar
(NAAC Accredited “A” Grade University)
University Campus, Hazratbal, Srinagar, Kashmir, J&K-190006

Circular

All the Heads/Directors of teaching Deps/Centres are requested to forward the bills along with the books (Non-plan financial year 2014-15) to Allama Iqbal Library by or before 31st January, 2015.

Besides, the following points may kindly be considered while placing orders for the supply of books:

- As already communicated that order placed with a particular supplier should not exceed 40% of the budget allocated with a particular Deptts/Centres, etc. for the purchase of books, unless it is inevitable which may be justified (to be communicated in writing) by the concerned Head/Director, etc.

- The latest and Indian reprint of foreign publications be preferred for the purchase unless otherwise necessarily required for research and study of the Deptts/Centres concerned which may be duly certified by the concerned Head of the Department/Director, etc.

- The order copy should vividly reflect the information about Edition, Publisher besides Title and Author for all the publications to be procured from a particular supplier.

- First priority be given to purchase the books by debit to the non-plan grants, so that funds are not lapsed.

- Books purchased against different grants may be clearly mentioned in the forwarding letter addressed to the undersigned, so that the bills are processed well in time.

- Since the supply orders are issued by the Deptts/Centres, books and bills be checked for any variation by the concerned Heads of Deptts/Centres before these are delivered to Allama Iqbal Library. It may be mentioned that no supplier is allowed to directly deliver the books to Allama Iqbal Library.

It may further be mentioned that Allama Iqbal Library shall give the first priority in processing the bills of non-plan grants of 2014-15.

No: 11(D01-1)/AIL/KU/14
Dated: 01-11-2014

University Librarian