



Notification

In terms of the recommendations made by the Central Inspection Committee constituted by the University, in its meeting held on 17/11/2025, the following points are brought to the notice of all Principals of Bhavanas/Vibhaga, Heads of both Academic and Administrative Department/Centres/Offices/Sections etc. for information and necessary action.

1. The Central Purchase Section shall soon after receiving the item(s) from the Vendor(s) pending verification hand over it to the user department. After installation of the equipment / furniture, etc., by the the technicians deputed by the Vendor(s) and its trial run, the user Department shall send a report/certificate about installation and functioning of the item(s) to the Central Purchase Section, within 7 days. If the user department dissatisfies with the quality, functioning of the items, defectiveness, etc., the same should be brought to the notice of the Central Purchase Section in writing immediately.
2. The Central Purchase Section shall communicate the complaints raised by the user Department immediately through the Central Inspection Committee to the concerned Vendor(s) to address it within 10 working days. The payment of the Vendor(s) shall be kept pending till the problem so detected is solved/addressed by the Vendor(s).
3. The bill of the Vendor(s) will be processed only after receiving the satisfactory report from the user department.

A copy of the Certificate in prescribed format on the items received by the Indenter(s) is enclosed herewith for necessary action.

Encl. As stated.

No. CPS/CIC/1057/2025-26

Date: 17/11/2025


17/11/2025

(Prof. Pankaj Panwar)

Chairman of the Central Inspection Committee
Visva-Bharati

To:

All Directors/Principals of Bhavanas/Vibhaga

All Heads of both Academic and Administrative Departments/Centres/Offices/Sections

Finance Officer

Internal Audit Officer

Accounts Officer

Joint Registrar & CS to Vice-Chancellor

Joint Registrar & I/C, CPS

PA to Registrar

University Web Master: With a request upload it in the University Website.

Report on the Installation and Functioning of the Items/Goods

Received the item(s) in good condition as per requirement/specification
from (Name of the Vendor) on

The said item(s) has/have been installed at the(Name of the
Bhavana/Department/Section/Office) successfully onand the same has/have
been functioning satisfactorily.

(Signature).....

Name of Bhavana/Department/Section/Office:

Seal:

Date:



विश्वभारती

VISVA-BHARATI
Central Purchase Section
केंद्रीय खरीद अनुभाग



CPS/1386/2025-26

Date: 23.02.2026

NOTICE

This is for information of all the Indenting Departments that once the goods procured and received in the FY-2025-26, the installation report of the same in the prescribed format (copy enclosed) should be sent to the Central Purchase Section on the same day or the following day, so as to ensure the timely payment and utilization of funds before 31st March, 2026.

This is issued with the direction of the Competent Authority of the University.

Encl: As stated above

[Handwritten Signature] 23/02/26

Joint Registrar & In-Charge

Central Purchase Section

Visva-Bharati

संयुक्त कुलसचिव / Joint Registrar

प्रभारी, केन्द्रीय क्रय अनुभाग

In-Charge, Central Purchase Section

विश्वभारती / Visva-Bharati

Copy for information & necessary action to:

1. All Directors/Principals of Bhavanas/Vibhagas
2. All Heads of both Academic & Administrative Departments/Sections/Offices
3. Joint Registrar & CS to Vice Chancellor
4. SO, Registrar's Office
5. University Webmaster with request to upload the NOTICE in the University website