



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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**Circular**

It has been observed that furniture and allied items are being shifted to the Permanent Campus from Transit Campus by the Departments without any information to the Store and Purchase Section.

All are requested to keep the Store and Purchase Section in the loop so that proper handing – taking over can be done to keep the inventory control upto date.

In view of this all concerned are requested not to shift the furniture and allied items except Lab equipment to the Permanent Campus from the Transit Campus without the prior information of the Store and Purchase Section.

*B. Mehta*  
(Registrar)

Copy to: Dean/HoD/Staff broadcast