

**A.C. JOSHI LIBRARY
PANJAB UNIVERSITY, CHANDIGARH**

No. 4889-4968/PUC
Dated: 27/7/2022

To


The Chairpersons/ Director/Coordinators
of all the Teaching Departments of
Panjab University, Chandigarh.

Subject: Recommendation of Books

Dear Sir/Madam,

This is in continuation of this office circular No. 4123-4200/PUL/ACQ dated 09/05/2022 regarding the recommendation of books of your department out of the budget head allocated to your department. The information about the recommended books with complete bibliographical details (title, author, publishers, year of publications, price, etc.) may be sent to the Librarian, A C Joshi Library as per the format attached, physically as well as through email (lib.acq@pu.ac.in). The library has a panel of national/local vendors through which books are purchased. However, the department can suggest two or three vendors with which publications being recommended are readily available.

You are requested not to recommend books/publications on the invoice/ Proforma invoice of the vendor directly.


(Prof. Sudhir Kumar)
University Librarian
(Additional Charge)

Department Name: _____

To
The University Librarian,
A C Joshi Library,
Panjab University, Chandigarh

Dear Sir,


It is submitted that the following books are required by the department of _____.
The books are to be purchased from the Budget Head _____.

Sr. No	Author	Title	Publisher	Year of Pub	Edition	Price (approx)

The above mentioned books are available with:
(Name of vendor with complete address)

1. _____
2. _____
3. _____

Thanking you


Prof. Sudhir Kumar
University Librarian
(Additional Charge)