

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

No.: 1573-1650/P4L
Dated: 01/05/23

**The Chairpersons/ Directors/ Coordinators
of all the Teaching Departments/Institutes/Centres
of Panjab University, Chandigarh**

Dear Sir/Madam

The new financial year has started. You are requested to intimate the grant Plan /Non- Plan or any other, allocated to your department for the purchase of books during the financial year 2023-2024. Kindly intimate all the Grants that department has received. The information may be supplied by **31st May, 2023.**

Kindly send your recommendations for the purchase of books keeping in view the following:

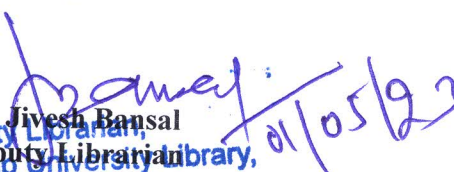
1. Requisitions should be sent to the library periodically during the next months, but not later than **29th September, 2023.**
2. Full bibliographical details: Author, Title, Edition, Publisher, Year of publication, Price (approx.) etc. may be sent to the Librarian, A.C. Joshi Library as per format attached, in print form as well as through e-mail (lib.acq@pu.ac.in). Recommendations should be made as per grant allocated to the department.
3. Source of availability of recommended books should also be provided.
4. Recommend the books only after evaluating genuineness of their Authors/Publishers.
5. No books will be entertained on bills, orders are to be placed for each and every book.

This is for strict compliance in order to enable this office to process the orders and timely submission of bills to the Accounts Branch.

Contact Details:

Incharge Acquisition Section
A.C. Joshi library, P.U., Chandigarh
E-mail ID: lib.acq@pu.ac.in
Phone No.0172-2534556

With Regards


Dr. Jivesh Bansal
Deputy Librarian,
Panjab University Library,
(Collection Development)
Chandigarh-160006

Department Name: _____

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

Dear Sir/Madam,

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	Edition	Publisher	Year of Pub.	Quantity	Price (approx.)
Total							

The above mentioned books are available with:

(Name of vendor with complete address)

1. _____
2. _____
3. _____