

**Furniture Policy
of
Punjab Engineering College
(Deemed to be University)
Chandigarh**

Furniture Policy of Punjab Engineering College (Deemed to be University), Chandigarh

1. Provision of funds

The expenditure for the purchase of furniture items will be made from the central funds of the institute for which proportionate budget allocation may be made by DRP&D.

2. Furniture Items

Annexure-1 provides the list of furniture items that can be requisitioned/ purchased as per entitlement or otherwise.

3. Procurement of furniture items

- a) The requisition of new furniture items may be made on the prescribed performa (Annexure-2) on or before 30th September every year and sent to O/I New Furniture. The requisition of an urgent nature may be sent even after the stipulated date with proper justification.
- b) The requisition so received would be considered by the Furniture Advisory Committee (FAC).
- c) The recommendations of the FAC shall be put up to the Director for approval.
- d) The approved cases shall then be forwarded to the Furniture Purchase Committee (FPC) for consideration.
- e) The Director retains the right to authorize the concerned person/ special committee in case of extremely urgent furniture requirement or if the furniture items are required to establish a new facility. In such a case the purchase will be limited to Rs.1 lakh and the institute purchase norms will be followed for the purpose.
- f) The certifications such as ISO 9001:2000, ISO 14001:2004, OSHAS 18001:2007, BIFMA, Green-Guard, etc. from the manufacturer or authorized supplier may be obtained during purchase process so as to ensure that the furniture purchased is of high quality.
- g) The Furniture Advisory Committee (FAC), comprising of the following, would be constituted by the Director:
 - i) Chairman, Estate & Works, *ex-officio*
 - ii) One Professor, to be nominated by the Director
 - iii) One Associate/ Assistant Professor, to be nominated by the Director
 - iv) O/I New Furniture, Convener

*The senior most faculty member will be the Chairman of FAC
- f) The Furniture Purchase Committee (FPC), comprising of the following would be constituted by the Director:
 - i) Chairman, to be nominated by the Director
 - ii) One member from the Furniture Advisory Committee, to be nominated by the Director
 - iii) Workshop Superintendent, *ex-officio*
 - iv) AC (F&A)/ S.O.
 - v) O/I New Furniture, Convener
- g) Initially the new furniture would be taken on the stock of the central stores and then be transferred to the indenting department/ section/ officer by way of transfer entry in the relevant store.

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Annexure-1

(Furniture items as per entitlement)

1.1 Director, Deputy Director, Deans, HODs, Registrar, Chairman Estate & Works, Training & Placement Officer		
S. No.	Item	Qty
1.	Revolving chair	1
2.	Visitor chairs	6
3.	Office table (6' x 4')	1
4.	Computer table	1
5.	Table glass (5 mm thick)	1
6.	Steel almirah	1
7.	Steel book case	1
8.	Steel file cabinet	2
9.	5-seated sofa	1
10.	Centre table	1
11.	Venetian blinds for windows	As per site
12.	Looking glass	1
13.	Waste paper basket/ dustbin	1
14.	Footrest	1
1.2 Head (Computer Centre), Superintendent (Workshop), Estate Officer, Chairman (Library)		
1.	Revolving chair	1
2.	Visitor chairs	6
3.	Office table (6' x 4')	1
4.	Computer table	1
5.	Table glass (5 mm thick)	1
6.	Steel almirah	1
7.	Steel book case	1
8.	Steel file cabinet	1
9.	Easy chairs	2
10.	Centre Table	1
11.	Venetian blinds for windows	As per site
12.	Looking glass	1
13.	Waste paper basket/ dustbin	1
14.	Footrest	1
1.3 Other functionaries		
1.	Revolving chair	1
2.	Visitor chairs	4
3.	Office table (6' x 4')	1
4.	Computer table	1
5.	Table glass (5 mm thick)	1
6.	Steel almirah	1
7.	Steel book case	1
8.	Steel file cabinet	1
9.	Venetian blinds for windows	As per site
10.	Looking glass	1
11.	Waste paper basket/ dustbin	1
12.	Footrest	1
1.4 Faculty members		

1.	Revolving chair	1
2.	Visitor chairs	3
3.	Office table (6' x 4')	1
4.	Computer table	1
5.	Table glass (5 mm thick)	1
6.	Steel almirah	1
7.	Steel book case	1
8.	Venetian blinds for windows	As per site
9.	Looking glass	1
10.	Waste paper basket/ dustbin	1
11.	Footrest	1
<p>1.5 Furniture items other than entitlement The furniture items for use at locations which may include the office spaces, lecture halls, tutorial rooms, drawing halls, laboratories, seminar rooms, committee rooms, multimedia rooms, guest house, Neelgiri Flats/Apartments, community center, Hostel/Mess furniture, etc. may also be requisitioned by the concerned department/ faculty/ functionary/ staff through the respective Heads of Department/ Section as per requirement.</p>		

Annexure-2

Requisition proforma for new furniture items

1. Name of the indenting officer: _____
2. Designation: _____
3. Department / Section: _____
4. Nature of requisition: New purchase/ replacement
5. Reason for replacement: _____
6. Premises where furniture items are required: _____
7. Size of the room/ available space: _____
8. Tentative budget requirement: Below one lac/ above one lac
9. Nature of requirement: Urgent/ routine
10. Items required: As per list in the following format

S. No.	Name of Item	Size/Specifications	Quantity	Tentative Price

It is certified that the above information is correct.

Dated: _____

Signature of the Indenting officer

It is certified that the indenting officer is entitled for the above mentioned furniture items and that the requirement/ replacement of the above mentioned furniture items is justified.

Head of the Department/ Section

Furniture Advisory Committee

Chairman, Furniture Advisory Committee

Director