

To  
The Heads of All Academic & Administrative Departments  
University of Calcutta

Sir / Madam,

I append below the Resolution of the Syndicate dated 26.07.2016 (confirmed by the Syndicate dated 09.08.2016, item no. 01) for your perusal and necessary action.

**Item:** Matter regarding the 'Purchase and Works Manual 2016' of the University of Calcutta for consideration.

**Resolved:** That the Purchase and Works Manual with regard to procurements be approved and it will come into effect on and from 18/10/2016."

Sd/-  
(Pro-Vice Chancellor)  
(Business Affairs & Finance)  
University of Calcutta