

6 माइल, सामदुर, तार्दोंग -737102  
गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यागित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

Ref. SU/REG/Systems/F-2/01/2018/VOL-II/PF-I/ 1309

Date: 24/03/2023

Office Notification - 15 /2022-23

A committee constituted for framing the comprehensive policy document for purchase, allocation and all other related matters pertaining to Computers and related items for the University has framed the policy document titled "Comprehensive Guidelines for Procurement, Allocation and Disposal of Computers and ICT Infrastructure Items". The policy document has been approved by the Vice-Chancellor.

A copy of the policy document shall be forwarded to all departments, sections and offices. The policy document provides detailed guidelines regarding various processes involved in the procurement, management and disposal of Computers and ICT Infrastructure Items. The policy document also lists the steps for raising requests, procurement cycle, the processes for maintaining the ICT inventory, responsibilities of users, allocation policies etc..

The policy document must be mandatorily adhered to by all employees of the University for systematic and proper implementation of the policy recommendations.

All Departments/Sections Heads/In charges and Principal Investigators (PI) of various projects are directed to oversee and ensure proper compliance to the policy document.

Government of India guidelines on the same issued from time to time shall prevail over this policy document.

(K.V. S. Kameswara Rao)  
Registrar

कुलचिव  
REGISTRAR  
सिक्किम विश्वविद्यालय  
SIKKIM UNIVERSITY

**Distribution:**

1. PS to Vice-Chancellor for kind information of the Vice-Chancellor
2. PS to Registrar for kind information of the Registrar
3. PS to Finance Officer for kind information of the Finance Officer
4. PS to Librarian for kind information of the Librarian
5. PA to Controller of Examination for kind information of the CoE
6. All Deans of Schools
7. Deans of Students' Welfare
8. All HoDs/ICs of departments
9. All Faculty and Staff – via email
10. Website Committee – for uploading on the official website.
11. Office Copy
12. Guard File