



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2024-25/600

Date: 11/07/2025

CIRCULAR

Regarding category of items while raising indents for procurement

It has been observed that while raising indents for procurement of various items, specific brand names are often being mentioned. In this regard, all concerned are hereby informed that henceforth, no brand names should be mentioned in the indent forms, only specifications are to be mentioned. Only the category of the item based on quality should be specified as follows:

- Category A – Best Quality
- Category B – Average Quality
- Category C – Affordable Quality

This practice is being adopted to ensure uniformity and transparency in the procurement process. Indents specifying brand names will not be entertained and will be returned for necessary correction. For exceptional cases, approval may be sought from Hon'ble Vice Chancellor/ Trustees.

All Faculty of Studies, Departments, Directorates, and other units are requested to strictly adhere to the above guidelines with immediate effect.

For any clarification, please contact the Purchase Department.

Issued with due approval from competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

1. P.A. to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D/IQAC)
9. HR Office
10. **Notice Boards/Message Desk (For display)**
11. Office file (for record)