Minutes of the meeting held on Feb 23, 2010

Present:

Professor D. K. Srivastava
Mr. P Ramajumam
Mr. Buddhi P Chauhan

1. Mr. Ramanujam informed that Mr. Rajeev Aggarwal of JSPL Finance Department required Library Books to be purchased on the basis of at least two competitive quotations. Therefore, henceforth, the procedure for purchasing books will change.

2. It was acknowledged that due to the new procedure some delay in procurement of books is expected; and also additional manpower resources will be required to handle the paperwork, which will be provided to the Law Library.

3. Previous agreements with the publishers and suppliers for supply of books on fix discount rates will be scrapped.

4. Existing unfulfilled order less than 3 months old, including World Book Fair orders will be honoured. List of such orders to be given to Prof. Srivastava/Mr. Ramanujam for verification of bills.

5. Bills for books and other library materials will be verified/approved by Professor Srivastava and Mr. Ramanujam.