

RAJIV GANDHI COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

(Accredited with 'A' Grade by NAAC)

(Sponsored by Sri Balaji Educational and Charitable Public Trust)

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PRINCIPAL

RG CET/CIR/2024/36
14.09.2024


CIRCULAR

Sub: Submission of Equipment Requests and Stock Register Update

Dear HODs,

Please complete the attached Excel data template for all your stock registers. Additionally, submit your requests for the purchase of new equipment or the servicing of old equipment. For new equipment, please provide a minimum of three quotes. For old equipment, kindly provide details of the required service, including an approximate cost and a comparison of rates between purchasing new equipment and servicing the old one.

Please submit these details at the earliest, preferably by 16th September 2024.


PRINCIPAL
Dr. E. VIJAYAKRISHNA RAPAKA
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