

**Do Don or Con 'er_v on o B n n L C p
'sc or 1 n 'sc or C n r**

1. As earlier informed, vide this office letter no. AU/16/58-62 dated 13.01.2016, the following buildings of Panjab University, Chandigarh have been declared as Grade-I Heritage structures by Chandigarh Administration. (Reference letter bearing Memo no. Arch-2016/79 dated 04.01.2016 from Chief Architect, U.T., Chandigarh- photocopy attached)
 - a) Gandhi Bhawan
 - b) Fine Arts Museum
 - c) A.C. Joshi Library
 - d) 12.96 Tf 7

**L F D ' A D D ' F E E E A N F
N N E A E E**

1. As far as possible, all furniture items which are in fairly good condition should be put to active use to check their degradation and also prevent any incident of pilferage.
2. All furniture items and other heritage artifacts should be kept in proper security in space which are monitored through CCTV or other anti burglar system. The heritage items should be stored in dry and covered space which is free from termites and if possible plastic sheet should be laid on floor in case it is not in proper condition, before storing the furniture.
3. Chandigarh College of Architecture has been identified as the resource centre for repair and renovation of furniture and broken furniture etc should be got repaired through them and a proper record of movement of such furniture should be thoroughly maintained.
4. Under no circumstances, any of the enlisted items should be disposed off, either through auction or by way of any other procedure.
5. The furniture should not be got repaired/ refurbished/ painted through any private amateur agencies.
6. It is necessary to conduct period audit of the enlisted items to ensure their safety. It is strongly recommended to update the inventories in case any item is left out earlier inadvertently and include the same in the revised inventory.
7. The Nodal Officers in charge of these items in various departments should ensure the proper documentation and safety of these items and accountability be accordingly fixed.
8. The respective Chairperson of each department of Panjab University shall act as Nodal Officer for that department and shall be responsible for the safety and up keep of all heritage furniture items along with inventories (already submit to Chandigarh Administration) of that department and proper/ written handing over/ taking over shall be made at the time of change in Chairmanship at specific periods. Once properly handed over it shall be responsibility of the next Chairperson to take charge of the Heritage items and ensure their un keep/ safety etc during his/her tenure t