



गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)

**CENTRAL UNIVERSITY OF GUJARAT**

(Established by an Act of Parliament of India, No 25 of 2009)

F.No.10-16(3)/2019-Admn./786

15/12/2020

**Office Order No. 23/2020-21**

**Sub: Appointment of Nodal Officer of CIF of Central University of Gujarat.**

**Ref: Approval of Hon'ble Vice Chancellor dated 10/12/2020.**

I am directed to convey that Competent Authority has designated Prof. Indrani Banerjee, Dean SNS as Nodal Officer of CIF with immediate effect till further orders and ensure the following: -

1. Listing and taking charge of all the instruments in CIF
2. Preparing a fresh stock register with all the details of each instrument
3. Submitting a report on the present status of each instrument
4. Preparing an inventory of warranty, authorized service agencies with addresses
5. Preparing a list of spares and consumables delivered along with the instrument including operating and service manuals.
6. Preparing a list of all the faculty/students who require access to each instrument
7. Maintaining log book for each instrument with all details and keeping it up to date including the internal printout of usage.
8. Maintaining records of servicing carried out and AMC agreements.
9. Arranging for the safety and security of the CIF.
10. Maintenance of stock for chemicals, glassware and consumables for CIF.
11. Preparing the annual budget for CIF and reporting.
12. Any other responsibility assigned by the University from time to time.

Prof. J.P.N Mishra is requested to handover the charge of CIF to Prof. Indrani Banerjee along with all records and necessary documents.

*Alok Gupta*  
**Registrar (Offg.)**

To,  
**Prof. Indrani Banerjee, Dean SNS**

**Copy to (By Email):**

- |  |  |
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| 1. Prof. J.P.N. Mishra, Nodal Officer, CIF                             | 7. Deputy Registrar (Admn.)  |
| 2. All Deans   | 8. All Officers  |
| 3. All Chairpersons, Coordinators & Faculty Members of Science Schools | 9. Office of DSW – to convey to all concerned students                           |
| 4. Finance Officer (Offg.)   | 10. ICT Chairperson - with a request to post this circular on University Website |
| 5. Controller of Examinations (Offg.)                                  | 11. PA to VC   |
| 6. Deputy Registrar (Academics)  | 12. Office Order file  |

**Hindi version of this Office Order will follow.**



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