



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)

Prof. Sanjay K. Jha
Finance Officer (Offg.)

By email

F.No. 21-39/2019/Finance /337

Date:- 19.03.2019

To,
Head of the Departments/Deans/Chairperson/In-charge/Other Officials,
Central University of Gujarat

Respected Madam/Sir,

In the process of closing the Annual Accounts for the year 2018-19, it is bring to your kind notice that as per MHRD guidelines, **Closing Stock as on 31.03.2019** of all the Stationery items/ Consumables items/ Chemicals items is required to be disclosed in the Annual Accounts. Further as per GFR-2017, stock register is required to be maintained under Form GFR-23 (Annexure-I).

All the Heads of the departments/ Other officials are requested to ensure that **Closing Stock as on 31.03.2019** of Stationery items/ Consumables items/ Chemicals items may be forwarded to Finance & Accounts Department on or before 10 April 2019 in the format enclosed as Annexure -I. For any clarifications in this regard, Finance & Accounts Department may be contacted.

Your co-operation in this regard will be highly appreciated.

Yours faithfully,


Finance Officer

Encl: As above

Copy to

1. Registrar
2. All Deans
3. AR -VC Secretariat
4. All Chairpersons/Coordinators of Centre
5. Office File

सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977413, फेक्स-07923260076
Sector-29, Gandhinagar-382030, Phone No. 07923977413, Fax-07923260076

Email: registrar@cug.ac.in, website: www.cug.ac.in



FORM GFR 23

[See Rule 211 (ii) (b)]

STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.

Name of Article..... Unit of Accounts

Date	Particulars	Suppliers Invoice No. and Date	Receipt	Issue Voucher No.	Issue	Balance	Unit Price
1	2	3	4	5	6	7	8

NOTE : User’s indent in original shall be treated as issue voucher. Issue voucher number shall be in consecutive order, financial year wise and it should be noted on each indent.