



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.1-61/2014-Admn. /734

19/06/2019

Circular No.18/2019-20

Sub: Maintaining of Supply Order Registers.
Ref: CUG Circular No. 39/2018-19 dated 26/09/2018.

In view of the Audit requirement and for smooth functioning and monitoring of order placed to various vendors, it is proposed to maintain two **Supply Order Registers** as per following details:-

Sr. No.	Campus	Work
1	Sector - 29	To be maintained at Stores. All Non Sciences items & Tender supply orders to be issued through this Register.
2	Sector - 30	To be maintained by Ms. Rina T. Solanki, Office Assistant cum Computer Operator (On Contract). All Sciences Schools are requested to give copy of Supply Order for the year 2017-18 and to take Number from the Register kept with her.

This Registers are to maintained from the year 2017-18 and for current years also for Submission to Audit Team.

Alok Gupta
Registrar (Offg.)

Copy to:

1. All Deans
2. FO (Offg.)
3. CoE (Offg.)
4. DSW
5. Provost
6. Proctor
7. All Chairpersons/Coordinators of Centre (By E-mail)
8. All Warden
9. ICT Chairperson – with a request to upload on University Website
10. Assistant Librarian
11. VC Secretariat
12. Finance & Accounts Department
13. Admission & Evaluation Department
14. Office of DSW
15. Health Centre, Sec-30 Campus, CUG
16. Circular file



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