



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.9-141/2019-Admn./678

20/11/2020

**Office Order No. 19/2020-21**

**Sub: Standard Operating Procedure (SOP) for processing of bills of Electricity, Telephone, Water Supply, Internet, etc of Hostels.**

**Ref: Approval of Hon'ble Vice-Chancellor dated 25/09/2020.**

1. I am directed to convey the approval of Hon'ble Vice Chancellor for processing the bills of Electricity, Telephone, Water Supply, Internet, etc in Hostels as under:-
  - (a). After receipt of any of the above bill, the concerned Warden of the Hostel will verify the bill and after counter signature of Provost, the subject bill will directly submitted to F&A Department for further necessary payment process.
  - (b). A proper record of all the movements of bills to be maintained by Wardens.
  - (c). After due date bills will not be entertain.
  - (d). All concerned Wardens may register their names online with concerned agencies such as (Torrent, GEB, BSNL, and other) so that bills are directly received online through E-Mail.
  - (e). F&A Department may kindly bring to the notice of the Provost & Registrar, if any inordinate delay which result in disconnection.
2. The purpose of the SOP to reduce the time process of bills and further payment.

*Alok G...*

**Registrar (Offg.)**

**Copy to (By E-mail):**

- |  |   |
|--|---|
| 1. Dr. Jayendrakumar Amin, Estate Officer. | 7. All Teaching & Non-Teaching Staff  |
| 2. Provost                                 | 8. ICT Chairperson – with a request to post this Order on University Website. |
| 3. DSW                                     | 9. Estate Department  |
| 4. All Wardens of the Hostel               | 10. PA to VC  |
| 5. All Deans                               | 11. Office Order file   |
| 6. All Officers                            |   |

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



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