



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./2162

08/01/2020

Circular No.46/2019-20

Sub: Guidelines for Issue of Stationery Items.

Ref.: 1. CUG Circular No. 32/2016-17 dated 12/09/2016.

2. Approval of Hon'ble Vice Chancellor dated 18/07/2019.

The Administrative activities of the University have been increased considerably. Also Store Department is doing activities of procurement through GeM for all the Departments, which is very time consuming process. Hence, I am directed by the competent authority to convey you the following guidelines for issue of Stationery items with immediate effect :-

- Stationery items (as per Annexure-I) will be issued once in 06 month for a semester and it will be issued to respective Centre/School for issuing to all faculty members.
- Toner will be refilled twice in each semester. In case of any additional requirement, cost of such refilled will be borne by the teachers themselves.
- School/Centre/Dean Office/Individual faculty member will have to maintain the accounts of cartridge refilling.
- For School/Centre board meeting requisition to be submitted ten days before the meeting with proper justification with number of members.
- School/Centre/Dean office/faculty member will have to submit their requisition only for meeting and forwarded by signature of Dean/Chairperson/Co-ordinator.
- School/Centre/Dean office/Staff/Dept. has to collect Stationery items from Administration Block, Stores & Purchase Dept. (Room No.16) Sector-29 campus.
- For Computer Peripherals items such as Network Cable & Network peripherals items, SMPS, lithium battery, Keyboard, mouse etc. requisition is required to be submitted ten days before & keep in stock for smoothly functioning of office work by the ICT Dept. and to be forwarded by ICT Chairperson.
- Sanitary items requisition also will be submitted in first week of the month with signature of Caretaker/Clerk forwarded and recommended by Hostel Warden/Provost/In-charge.

All Schools/Centre/Department/Cells are requested to use these items judiciously.

Requisition form is available in the University website.

This is for compliance of all concerned.

Alok Gupta
Registrar (Offg.)

Encl: As above



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076
Email: registrar@cug.ac.in, website: www.cug.ac.in





गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

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)

Copy to:

1. All Deans (By email)
2. DSW (By E-mail)
3. Provost (By E-mail)
4. Proctor (By E-mail)
5. FO (Offg.)
6. CoE (Offg.)
7. Deputy Registrar (Acad.) (By E-mail)
8. Deputy Registrar (Admn.) (By E-mail)
9. All Chairpersons/Coordinators of Centre (By Email)
10. All Wardens (By E-mail)
11. All Teaching Staff and Non-Teaching Staff (By email)
12. Assistant Librarian (By email)
13. ICT Chairperson – with a request to post this Circular on the University Website
14. Finance & Accounts Department
15. Admission & Evaluation Department
16. VC Secretariat
17. Circular file
18. Guard File



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076
Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

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



Annexure-I

A		
Sr. No.	Item	Per semester issue list (06 month)
1	Pen	06
2	Pencil	10
3	Eraser	02
4	Sharpener	03
5	Cello tape (Big)	01
6	Glue Stick	01
7	File covers	05
8	White Duster/Yellow Duster	01
9	A-4 size paper Ream	02
10	Note pad (20pages)	05
11	File flag (re-stick colour)	01
12	Binder Clip pkt. (small & Big)	01each (02)
13	Correction Pen	01
14	U-pin pkt.	01
15	Marker Pen	04
16	Marker ink bottle	02
17	Marker Duster	01
18	Chalk pkt. Small (dustless)	05 if req.
19	Tag pkt.	01
20	Plastic folder (L-type)	20
21	Stapler pin pkt.	01

B	Following stationery items is issued once at the time of joining	
22	Stapler	01
23	Single punch	01
24	Double Punch	01
25	Scissors	01
26	Scale (plastic)	01

C	Toner Refilling	
27	Toner refilling	02 Per Semester
		Additional cost of refill will be borne by the teachers themselves.

