



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.9-37/2010-Admn./ 2231

21/01/2020

Circular No.49/2019-20

Sub: To Prepare Inventories of Each and Every room by all Schools, Centers, Departments, Sections and required to be maintained.

Ref.: Approval of Hon'ble Vice Chancellor dated 07/01/2020.

In accordance General Financial Rules (GFR) 2017, physical verification of Fixed Assets, Consumables is done every year by the duly constituted Committee.

In this regard, time and again Audit Team has asked for inventories of the School, Center, Department and its verification at Central University of Gujarat, Gandhinagar. The Stores Department is maintaining only Asset Register. Hence, as per Audit requirement, Inventories of all Schools, Centers, Departments, Sections and each room of the University is required to be maintained for verification by Audit.

Hence, by the directions of the competent authority, inventories are required to be maintained as per Annexure-1(enclosed) of each and every room of the University and must be signed by respective Dean, Chairperson, faculty members & non- teaching to whomsoever it is applicable and submit it on or before 31/01/2020.

Inventory form is available on the University website.

This is for compliance of all concerned.

Adk Gupta

Registrar (Offg.)

Encl: As above

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



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Sector-29, Gandhinagar, Phone No. 07923977407, Fax-07923260076

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



Central University of Gujarat

Sector -29/30, Gandhinagar – 382 030

Details of INVENTORY

Name:, Block....., Room No....., Dept.....

Sr. No.	Particulars of Item As on _____	Quantity	Addition/ deletion during the financial year (2018-19)	Working or non-working Condition	Total
01	Computer with Brand (HP, Lenovo, Dell, etc.)				
02	Printer (B/w) with brand & Model (HP, Canon, Brother, etc.)				
03	Printer (MFP) (Print, Scan, Copy)				
04	Printer (Colour) with Brand & model				
05	Laptop with brand & model				
	Furniture				
06	Table Big				
07	Table small/Computer Table				
08	Almirah				
09	File Cabinet (04door)				
10	Almirah Small				
11	Chair revolving				
12	Chair (Fix)				
13	Chair plastic				
14	Rack				
	Other items if any				

15					
16					
17					

Signature of Employee

Signature of
Dean/Chairperson/Hod/In-charge