



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)

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12th September, 2016

Circular No.32/2016-17

Subject: Guidelines for Issue of Stationery Items.

Ref.: Approval of competent authority dated 02nd September, 2016.

The Administrative activities of the University have been increased considerably since last 6 to 8 month, Hence it is proposed to frame guidelines for issue of stationery items as under:-

- Stationery items requisition should be submitted by all with proper justification well in advance, For School/Centre Board meetings requisition have to be submitted one week before the date of meeting with proper justification with number of members.
- School/Centre/Dean office/Faculty member will have to submit their requisition forwarded through Dean/Chairperson/Coordinator.
- School/Centre/Dean office/Faculty member/Staff/Dept. have to collect stationery items from Administration Block, Stores & Purchase Dept. (Room No.16), Sector-29 Campus.
- Requisition for Computer Peripherals such as Net cable/SMPS/Lithium Battery/Mouse/UPS etc. should be submitted with recommendations to ICT Dept.
- Requisition for Sanitary items should be submitted in the first week of every month with signature of Caretaker/Clerk forwarded and recommended by Hostel Warden/Provost/In-charge.
- All these guidelines will be applicable to the all teaching and non-teaching department and staff.
- All Schools/Centres/Department/Cells are requested to use these items judiciously.
- Revised requisition form is available on the University website.

Registrar
12/9/16

Copy to:

- All Deans
- Director, Sector-30 campus
- FO (Offg.)
- CoE (Offg.)
- All Chairpersons/Coordinators of Centre (By Email)
- All Teaching Staff and Non-Teaching Staff (By email)
- Assistant Librarian
- ICT Chairperson – with a request to post this Circular on the University Website
- AR – VC Office
- Finance & Accounts Department
- Admission & Evaluation Department
- Deans office (Sector-29 & 30 Campus)
- Circular file
- Guard File

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