



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. /1602

21/01/2022

Circular No.49/2021-22

Sub: Guidelines for Issue of Stationery Items.

Ref.: 1. CUG Circular No. 00/2020-21 dated 00/00/2022.

2. Approval of Hon'ble Vice Chancellor dated 11/01/2022.

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 **Once** 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/Coordinator.
- School/Centre/Dean office/Staff/Dept. has to collect Stationery items from Administration Block, Stores & Purchase Dept. (Room No.16) Sector-29 campus.
- 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.

S. P. Pathy
24.1.2022
Registrar

Encl: As above



सेक्टर-29, गांधीनगर-382030, फोन नं - 07923977407, फेक्स-07923260076

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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
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Annexure-I

A		
Sr. No.	Item	Per semester issue list (06 month)
1	Pen	06
2	Pencil	05
3	Eraser	02
4	Sharpener	02
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	01
10	Note pad/writing pad	05
11	Binder Clip Pkt. (Small & Big)	01 each (02)
12	U-pin pkt.	01
13	Marker Pen	04
14	Marker ink bottle	02
15	Marker Duster	01
16	Chalk pkt. Small (dustless)	05 if req.
17	Tag pkt.	01

B	Following Stationery items is issued once at the time of joining	
18	Stapler	01
19	Single punch	01
20	Double punch	01
21	Scissors	01
22	Scale (plastic)	01

C	Toner Refilling	
	Toner Refilling	01 Per Semester
23		Additional Cost of refill will be borne by the teachers themselves.

