



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)

**Prof. Sanjay Kumar Jha**  
**Finance Officer (Offg.)**

**By Speed Post/ By Email/ By Hand**

**F No. 21-19/2023-Finance/Bill/108**

**Date: 13/09/2023**

**Circular No./F&A/05/2023-24**

**Sub :- Signature and Stamp of HoD/Chairperson/Dean/Purchase Officer on bills submitted to F&A Department for payment/reimbursement**

It has been observed that F&A department is receiving some of the bills without signature and stamp of HoD/Dean/Chairperson/Purchase officer for payment/reimbursement.

Hence, it is to be noted that to Departments/Schools/Centres of University are required to submit bills/purchase proposals to Finance and Account department for reimbursement/payment along with signature and stamp of their respective HoD/Dean/Chairperson/Purchase Officer.

This is issued with approval of Competent Authority.

  
**Finance Officer (Offg.)**

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

1. All Deans
2. Chairpersons of all Centres
3. Registrar
4. CoE
5. Deputy Registrar (Admin)
6. Deputy Registrar (A&A)
7. All ARs
8. Hindi Officer
9. PRO
10. Medical Officer
11. PS to VC (For information)
12. All teaching and Non-teaching Staff of CUG
13. ICT Dept (with a request to upload the same to the CUG Website)
14. Rajbhasha Cell (For Hindi Translation)
15. Guard file (F&A)