



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.10-2/2009-Admn./Vol.III /3217

12<sup>th</sup> September, 2016

Circular No.32/2016-17

**Subject: Guidelines for Issue of Stationery Items.**

**Ref.: Approval of competent authority dated 02<sup>nd</sup> 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)
- ✓ 13. Circular file
14. Guard File

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

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

Email: [registrar@cug.ac.in](mailto:registrar@cug.ac.in), website: [www.cug.ac.in](http://www.cug.ac.in)



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય  
CENTRAL UNIVERSITY OF GUJARAT  
Sector -29, Gandhinagar – 382 030  
Requisition Form for Stationery Staff/Faculty

Name/Deptt:

Date:

The Following item(s) is/are require to be procured for my official use:

Sr.No.	Name of Items	Qty. Reqd.	Justification	Qty. issued	Stock Register Entry
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					

Registrar

Signature  
Dean/Chairperson/Hod/In-charge

Signature  
Name of Staff/faculty

1. The item(s) mentioned above is/are available in the Store. If approved, the quantity requisitioned above may be issued.
2. The item(s) mentioned above is/are not in stock in the Store. As the item(s) is/are a consumable item(s), if approved, the quantity requisitioned may be procured the item(s) from M/s. \_\_\_\_\_ from whom we had earlier procured the item(s), on repeat order basis; or in case of availability at lower cost the same may be procured from open market.

Incharge asstt.

Receiver