



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.10-2/2021-Admn./930

05/10/2021

Circular No. 35/2021-22

Sub: Revised Requisition Form for Stationery/Sanitary items/Rubber Stamp and Toner Refilling

Ref: Approval of Competent Authority dated 24/09/21.

With reference to above, revised Requisition Form for Stationery/ Sanitary items/ Rubber Stamp and toner Refilling has been prepared. All concerned are requested to submit their requisition of Stationery/ Sanitary items/ Rubber Stamp and toner Refilling in revised format to Store Department.

This is for compliance of all concerned.

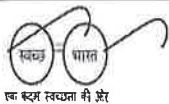

06.10.2021
Registrar

Encl: Requisition form

Copy to (By E-mail):

1. All Deans
2. DSW
3. Provost
4. Proctor
5. FO (Offg.)
6. CoE (Offg.)
7. All DRs/ARs
8. IWD
9. All Chairpersons / Coordinators / HoDs
10. All Teaching and Non-Teaching Staff
11. ICT Chairperson - **with a request to upload this circular on the University website.**
12. Professor I/C Library.
13. All wardens.
14. VC Secretariat.

Hindi version of this Circular will follow.



सिद्धिं भाति
सकं स्यात्कृता सी अं

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

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

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



150
YEARS OF
CELEBRATING
THE MAHATMA



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Requisition Form for Stationery/Sanitary items/ Toner Refilling and Rubber Stamp

Name:	Designation:
School/Centre/Dept:	Date:

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

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

Signature
Name of Staff/faculty

Signature
Dean/Chairperson/Hod/In-charge

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. If approved, further necessary action for procurement will be done.

Stores I/c

SO(Admin)

AR(Admin.)

DR(Admin)

Registrar



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય

(ભારત કી સંસદ કે અધિનિયમ સં. 25, 2009 કે તહત સ્થાપિત)

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Instructions for filling the Requisition form: -

- 1. For each and every category of items separate requisition form is required such as Stationery, Sanitary (cleaning material), Rubber Stamp and refilling of toner.**
- 2. For Toner Refilling last date of refilling to be mentioned by User Department.**
- 3. For Paper Ream, Sanitary items (cleaning material) etc. last date of requisition to be mentioned by User Department.**
- 4. If items are available in the stores, issue will be made after verification of justification and approval of the Registrar.**
- 5. For various meeting user department is required to submit requisition before 10 days.**
- 6. Amended/Overwriting/whitener in Requisition will not be accepted.**
- 7. All are required to forward their demand through proper channel only.**
- 8. All Schools/Centers/Department/cells are requested to use this item judiciously.**
- 9. After receiving the items from the stores, the user department will sign against every line, having received the items. For remaining not available items user department should ensure that Nil is mentioned over there by the Stores I/C.**
- 10. Requisition form is available in the University website.**