



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. / 272

28/08/2020

Circular No. 33/2020-21

**Sub: Submission of Requisition form for procurement of Scientific equipment/ Computer/ Furniture/ Goods/ Services/ etc. (Except Stationery & Printing materials)**

**Ref.: 1). Approval of Hon'ble Vice Chancellor dated 07/01/2020.  
2). CUG Circular No. 57/2019-20 dated 26/02/2020.**

By the directions of Hon'ble Vice Chancellor, it is hereby conveyed to all concerned that for procurement of any scientific equipment, Computer, Furniture, Goods, Services etc. (Except Stationery & Printing materials) the Requisition Form (enclosed) may please be submitted as per Annexure-I only duly signed by Indenter, supported by the recommendations of Chairpersons/ Deans / HODs. It is also conveyed, that to avoid Audit objections in future and for easy and fast approval process all columns of forms may be filled with proper justification.

Requisition Form for procurement of scientific equipment/ Computer/ Furniture/ Goods/ Services/ etc. (Except Stationery & Printing materials) is also available on the University website.

This is for compliance of all concerned.

*Alok Gupta*  
Registrar (Offg.)

**Encl: As above**

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

1. All Deans
2. FO (Offg.)
3. All Chairpersons/Coordinators of Centre
4. All Teaching and Non-Teaching Staff
5. Nodal Officer
6. Administration & Esta. Department
7. Academic & Authority Section
8. Finance & Accounts Department
9. Admission & Evaluation Department
10. HR Cell
11. ICT Chairperson – with a request to upload on University Website
12. Assistant Librarian
13. VC Secretariat
14. Circular file



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