

झारखण्ड केन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(Established by an Act of Parliament of India, 2009)

NOTICE

CUJ/Estate/05/2011/904

Date: 14<sup>th</sup> August 2013  
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With reference to the office order No. CUJ/Gen. Admn./Office Order/879, dated 01.08.2013, all the Heads/Co-ordinators are hereby requested to provide following details to the undersigned preferably within four weeks from the date of issue of this notice, so that physical verification may be conducted at the earliest:

1. Details of the assets such as plant, machinery, equipment, furniture fixture etc. purchased by the Centre (as per enclosed format – Annexure I)
2. Details of the assets such as plant, machinery, equipment, furniture fixture etc. purchased by the Central Purchase Section / Administration (as per enclosed format – Annexure II)
3. Consumables such as office stationery, chemicals, maintenance spare parts etc. (as per enclosed format – Annexure III) for the year 2011-12 and 2012-13.

 14/8/13

Dy. Registrar (Estate)

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to Finance Officer
4. All the Heads/Coordinators of the Centres / Schools
5. System Analyst for uploading in University website
6. Notice Board
7. Notice Board of Auditorium

GFR 40

[ See Rule 190 (2) (i) ]

Register of Fixed Assets

Name and description of the Fixed Assets .....

Date 1	Particulars of Asset 2	Particulars of supplier		Cost of the Asset 5	Location of the Asset 6	Remarks 7
		Name and address 3	Bill No. and date 4			

NOTE.— The items of similar nature but having significant distinctive features (e.g., study table, office table, computer table, etc.) should be accounted for separately in stock.



