



The University of Burdwan

No: F/CPC/ 1(19-20)//4

Dated: 24.04.2019

Notice

I am hereby directed by the Hon'ble Vice Chancellor that all HODs (Academic and Administrative) are required to submit the '**Current stock report**' to the F.O. within 3rd May, 2019 as per the enclosed format failing which the said department will not be able to procure any materials stated in the format in the financial year 2019-20. All concerned are requested to kindly adhere to the order of the Hon'ble Vice Chancellor and submit the '**Current stock report**' on the above items on urgent basis.

In addition to above, '**Current stock report**' must be enclosed with the '**Purchase Requisition Slip**' while submitting a requisition for purchase.



Finance Officer

CURRENT STOCK REPORT

Item	Computer (Desktop)	Laptop	UPS	Printer	Scanner	Projector	Photocopier	A.C. Machine	Water Filter / Purifier	Water Cooler	Camera
Departmental Stock Register No											
Central Store Stock Register No											
Page No											
Nature of procurement											
Year of purchase											
Brand Name											
Fund from which purchased											
Remarks	Functional										
	Non-functional										

Name of the Department :

Signature of H.O.D