



No. CUJ/FIN/2022-23/Annual Accounts Audit/52/734

Dated: 07.09.2022

OFFICE MEMORANDUM

Subject:

Compliance of GFR rules- reg.

The undersigned is directed to inform all Project Investigators/ Supervisors/ Head of the Departments/ Deans of the Schools to comply with the GFR rules relating to entry of all procurement under capital head in the Central Stock and Asset Register maintained by Purchase Section of CUJ and to furnish the detailed list of capital goods (in enclosed format) purchased in each project (starting from the first year) to Finance Department latest by 10th September, 2022 to place before the Audit which is scheduled to be held in the month of September, 2022.

This is issued with approval of the Vice Chancellor.

Dr. Vimal Kishor Finance Officer (I/c)

Distribution:

- 1. All Project Investigators.
- All Heads/Coordinators of Departments/ Director IQAC.
- 3. I/c Purchase/ Consultant (Internal Audit).
- 4. All Deans of Schools/ Dean AA/ Dean- R&D/ OSD/ Consultant (Acad. Adm.).
- 5. I/c Estates/ DR-I/DR-II.
- 6. Technical Cell I/c for Univ. Website.
- 7. PS to Vice Chancellor, PS to Registrar, PS to F.O.
- 8. Concerned File & Guard File.

Dr. Vimal Kishor Finance Officer (I/c)

Name of PI:

Name of Project:

Name of funding agency:

Starting date of project:

Completion date of project:

GFR-22 [See Rule 211 (ii)(a)] REGISTER OF FIXED ASSETS

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

				1		Date
7				2		Particulars of Asset
				3	Name and address	Particular
		94		4	Bill No. and date	Particulars of supplier
				5	Cost of the Asset	
		9	1	6	Cost of the Asset Location of the Asset	
				7		Remarks