

**JADAVPUR UNIVERSITY**  
**KOLKATA - 700032**

Ref. No. : REC / N / 1069/24  
Date : 04/03/2024

**NOTICE**

It is notified for all concerned sections / departments at the main campus of the University that as per normal practice of the earlier years, **issue of storing materials from Central store will remain suspended during 1<sup>st</sup> April 2024 to 30<sup>th</sup> April 2024 for Annual Physical Stock verification for the year 2023-24 ending on 31.03.2024.**

Therefore, all concerned are requested to positively take delivery of their required storing items against sanctioned requisitions by the end of this month positively, if needed, taking into account the availability of the same from the Central Store for the entire next month.

The list of available materials from Central store is enclosed.

All concerned are requested to collect the required materials from Central Store within 31<sup>st</sup> March 2024 to tide over situation.

**The normal delivery of the articles from the Central Store may resume on and from 2<sup>nd</sup> May 2024 tentatively subject to the completion of stock verification for the next financial year.**

Co-operation from all concerned is earnestly solicited.

  

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**FINANCE OFFICER (w/c)**

- To : 1) All Departments / sections / Units  
2) Chief Storekeeper, Central store – for completion of issue of materials against all approved Requisitions positively before closing.

**List of available items from Central Store**

Sl. No.	ITEMS	Unit	Sl No.	ITEMS	Unit
<b>GROUP-A : Stationary Items</b>			47	Envelope (11"x5")	Pc
1	Peon book	Pc	48	Envelope (6"x3-1/2")	Pc
2	Rulled bond Ex. Book (big )	Pc	49	Envelope (9"x4")	Pc
3	Rulled bond Ex. Book (small)	Pc	50	Eraser (ink&pencil)	Pc
4	Inward Doc.Mov.Register-100/F	Pc	51	Eraser/type	Pc
5	Inward Doc.Mov.Register-50/F	Pc	52	Flat /clip file	Pc
6	Waste paper Bucket	Pc	53	Auto clip file	Pc
7	Consumable Stock Register -100/ F	Pc	54	Board file	Pc
8	Consumable Stock Register -50/ F	Pc	55	Arch file	Pc
9	Candle stick	Pc	56	Four folder file	Pc
10	Chalk White (Plain)	Box	57	Cover tag file/ Tag File	Pc
11	Chaik Dustless Colour	Box	58	Gurd file	Pc
12	Chalk -Colourd (Plain)	Box	59	Glass	Pc
13	Chalk -Dustless -White	Box	60	Glass lid (Cover/ top)	Pc
14	Chaik Holder	Pc	61	Gloy Gum (Gripex)	Bottle
15	James clip	Box	62	Type Carbon Paper	Box
16	Dish wash / Vim powder	Kg	63	Sealing wax (Gala)	Box
17	Waverly clip (big) 2-1/2"	Pc	64	Ink for Duplicating Paper	Bottle
18	Waverly clip (medium) 2"	Pc	65	Ink for Stamp Pad	Bottle
19	Waverly clip (small)-1" *	Pc	66	Punching Machine	Pc
20	Water sponge cup	Pc	67	Stapler Machine 10 No.	Pc
21	Envelope (10"x4-1/2")	Pc	<b>GROUP-B : General Items</b>		
22	Stapler Machine 24/6 No.	Pc			
23	Match Box	Pc	68	Muriatic Acid	Bottle
24	Naphthalene Ball (200 Gm. Pkt)	Box	69	Drain Brush with Handle	Pc
25	3-in-1 OIL	Pc	70	Plastic Bucket	Pc
26	Magnet Pin Box	Pc	71	Galvanised Bucket-10".	Pc
27	Stamp Pad / Ink Pad	Pc	72	Broom Stick	Kg.
28	Brown Paper	Ream	73	Cotton Waste	Kg.
29	Duplicating Paper	Ream	74	Cloth Duster	Pc
30	Rulled Single Paper (F.C.)	Ream	75	Feather/ Jute Duster	Pc
31	Writing / Slip Pad (Big)	Pc	76	Black Board Duster	Pc
32	Writing / Slip Pad (Small)	Pc	77	Jute	Kg.
33	White Plain Paper	Ream	78	Kerosine Oil	Ltr.
34	Xerox Paper (TNPL)	Ream	79	Galvanised Mug-1Ltr.	Pc
35	Xerox Paper (Andhra / HP)	Ream	80	Plastic Mug	Pc
36	Pencil Carbon Paper	Box	81	Odonil	Pkt
37	Lead Pencil (Wood Pencil)	Pc	82	Phenyl 5 Ltr Jar	Jar
38	Dot Pen single Link Glycer	Pc	83	Rectified Spirit 45 Ltr.	Ltr.
39	Dot Pen Both ( MORISON)	Pc	84	Jute String	Kg.
40	Alpin (Bell's Pin)	Box	85	Life Buoy Soap	Pc
41	Pin Cushion	Pc	86	Towel	Pc
42	Stapler Pin- 10 No	Box			
43	Stapler Pin- 24/6 No	Box			
44	Tag	Bundle			
45	Twine Ball	ball			
46	Paper Weight	Pc			

*Noman*  
 24/07/2024  
 Chief Store Keeper  
 CENTRAL STORE  
 JODHPUR UNIVERSITY

