

# **INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR**

## **ISSUE OF STATIONERIES FROM INSTITUTE STORES**

1. The Central Store under Material Management Section issues stationeries as per requisition of the faculty and staff for various purposes. Henceforth stationeries shall be issued only to cover administrative needs to persons heading administrative sections, like the PICs, Deans, Registrar, Deputy/Assistant Registrars, Conveners of Senate Committees, Associate Deans, Coordinators of Academic Disciplines, Conveners of Institute Level Committees, Superintending Engineer, Librarian, Director's Office and Officers heading section like External Relations.
2. Faculty can use their CPDA/PDA/R&D grants for purpose of research related stationery requirements. In case stationery is provided by the stores for such purpose, the amount will be debited from the CPDA/PDA/R&D grant as per requisition. Any substantial expense on stationery by the faculty for teaching (particularly large classes) will be reimbursed.
3. Stationery requirements during seminars/ workshops/ conferences etc. are to be covered from corresponding budgetary provisions.