



**SARDAR PATEL UNIVERSITY**  
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Annexure-B

SARADAR PATEL UNIVERSITY

VALALBHVIDYANAGAR

Name of the Dept / Section: University Science Instrumentation Center (USIC)

Sr	Name of File / Record
1	Separate Files for Expense Vouchers for all USIC Budgets
2	File for all Job Cards Received
3	Files for all Documents related to Projects / Tender Published by USIC (Separate files for all Projects)
4	Records Pertaining to Material used against Job Cards.
5	Records for all Stock
6	Records of Invoices against payment Receipts
7	Inward Letters / Circulars
8	Employee Details / Contractual Appointment Letters
9	MGVCL Invoices for Vacant Quarters / Invoices of Dept processed by USIC
10	HT Connection Inspection Reports
11	Files related to all AMCs including Quotations / Submission and Approval / Work Order and Invoices

HEAD  
DEPARTMENT OF USIC