



GUJARAT BIOTECHNOLOGY UNIVERSITY

Department of Science and Technology,
Government of Gujarat

GBU/Hardware/e-file/265/2026/0173/IT/ 24

Date: 30/03/2026

CIRCULAR

Subject: Implementation of SOP for Procurement of Hard Disk, Pen Drive and Other Storage Devices

Ref: E-sarkar GBU/Hardware/e-file/265/2026/0173/IT dated 27/03/2026

In order to streamline the procurement process of small-scale storage devices, it is hereby informed that all requisitions for hard disks, pen drives, and other storage devices shall be submitted to IT Dept. in prescribed purchase indent form.

In case of procurement for project purposes, indenter may submit this form along with approved ERP Indent and in case of procurement other than project work, indenter may submit this form along with approved e-sarkar note to IT Dept.

The IT Department will consolidate all received requisitions and initiate procurement as per approved procedures.


Registrar

Encl: % as above

To,

- All academic staff
- All administrative staff

Copy to:

- PA to DG
- PA to Director
- HoD IT
- Select File



GBU – Purchase Requisition Form for small scale storage devices

(i.e. Pendrive, Harddisk etc.)

Outward No.

1. Name of Indenter , designation:
2. Department :
3. Approval Reference :

#	Type of Device	Storage Capacity	Required Qty
1	Pendrive	8GB/ 16GB/ 32GB/ 64GB/ 128GB/ 256GB	
2	External Harddisk	512GB/ 1TB/ 2TB	

HoD's signature

To,
HoD
IT Dept., GBU

Copy to:

- Indenter
- Select file

File No: GBU/Hardware/e-file/265/2026/0173/IT

Approved By: Registrar,Admin,GBU

Open the document in Adobe Acrobat DC to verify the E-sign

