



আম্বেদকর কলেজ

ফটিকরায়, উনকোটি, ত্রিপুরা

Ambedkar College

A Govt. Degree College Affiliated to Tripura University
(UGC 2f & 12B recognized and NAAC Accredited)
Fatikroy, Unakoti, Tripura – 799 290

No.F.2(38)/AC/FR/Estt/Order/2023/ 305(5)

Date: 20/04/2026

OFFICE ORDER

In the interest of streamlined administrative functioning and effective inventory management, the following schedule for the distribution of stationery items from the **Store Section** is hereby notified with immediate effect.

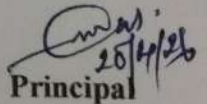
All Heads of the Departments (HODs), Section In-Charge and relevant staff members are requested to strictly adhere to the designated days mentioned below:

Day & Time	Target Category	Purpose
Wednesday (11 AM to 3 PM)	All Academic and Administrative Departments	Teaching aids, Office registers, paper and general stationary
Thursday (11 AM to 3 PM)	Sweeping and Cleaning Staff	Cleaning agents, brooms, mops and sanitation supplies
Friday (11 AM to 3 PM)	Miscellaneous / Special Requirements	Repairs, special events, and unclassified requirements

Terms and Conditions for Issuance:

- Indent Forms:** No stationery items will be issued without the submission of a duly filled **Indent Form**.
- Authorization:** All Indent Forms must be signed by the respective Head of Department (HoD) or the authorized Section In-charge before submission to the Storekeeper.
- Timings:** Items will be distributed during the designated store hours on the specified days.
- Emergency Cases:** In the event of an urgent requirement outside of this schedule, prior verbal or written permission from the undersigned or the Store In-charge is mandatory.

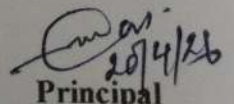
This order is issued for strict compliance by all faculty, staff, and store personnel to ensure transparency and systematic record-keeping.


Principal

Ambedkar College

Copy to:

- The Store In-charge, Ambedkar College.
- All Heads of Departments (HoDs) for information and circulation.
- Administrative Section.
- Notice Board.
- Office Copy


Principal

Ambedkar College