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**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)  
**[University Central Stores Department]**

F.No. GGSIPU/Central Stores (UCS)/2025/ 816

Dated: 24.04.2025

**NOTIFICATION**

**Annual Stock Verification Boards for the year (2024-25) ended on 31 March 2025**

1. As per approval of the Competent Authority the following Boards for Annual Stock Verification (2024-25) have been constituted regarding stock verification of non-consumable items, machinery and Equipment/Software and certain consumable items held at Dwarka Campus on the charge of University Schools / Centres / Departments / Hostels and Offices.
2. The physical stock verification for the year ended on 31 March 2025 is proposed to be carried out through these constituted Annual Stock Verification Boards for the items mentioned under each and held on charge of University Central Stores Branch at Dwarka Campus.

**BOARD-A**

**FOR NON-CONSUMABLE ITEMS HELD ON CHARGE OF UNIVERSITY CENTRAL STORES  
AND ISSUED TO SCHOOLS/DEPARTMENTS/OFFICES/HOSTELS/ENTITIES**

S.No	Name/Designation		University Entities
1.	Sh. P.R. Santhanam D.R. (Recruitment Branch)	Chairman	1.S&P Branch 2. Academic/Admission 3. Legal &RIT Branch 4. Affiliation Branch 5. Recruitment Branch 6. GA Branch 7. UCS Branch 8. Coordination Branch 9. Examination Branch 10. Academic Affairs 11. Research&Consultancy 12. Research & Innovation 13. EasteSecurity&Sanitation 14. Purchase Branch 15. UWD Branch 16. COF/Account Branch 17. Library 18. Proctor Office 19. PRO 20. VC Office 21. OSD to VC Office 22. Registrar Branch 23. Estblishtment Branch 24. CVO 25. Horticulture 26. DOD
2.	Sh. Nalini Ranjan, PRO	Member	
3.	COF Nominee – F&A Branch	Member	
4.	Sh. Deepak Prakash, S.O. (Estt.Branch)	Member/Convener	
5.	Sh. Shri Kant - Sr. Assistant (UCS Branch)	Member	
6.	Nodal Officer-Nominated by each entity	Member	

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**BOARD-B**

FOR NON-CONSUMABLE ITEMS HELD ON CHARGE OF UNIVERSITY CENTRAL STORES  
AND ISSUED TO SCHOOLS/DEPARTMENTS/OFFICES/HOSTELS/ENTITIES.

S.No.	Name/Designation		University Entities
1.	Dr. Vijay Kumar -D.R. (Admission Branch)	Chairman	1.CEPS
2.	Dr.. Amit Deval – Dy. Librarian, (UIRC)	Member	2. Placement Cell
3.	COF Nominee –F&A Branch	Member	3.DSW
4.	Sh. Deepak Pal ,S.O. (USLLS)	Member/Convener	4.Boys Hostel-I
5.	Sh. Sanjeev -Jr. Assistant. (UCS Branch)	Member	5.Boys Hostel-II
6.	Nodal Officer-Nominated by each entity	Member	6.Girls Hostel-I
			7.Girls Hostel-II
			8.Health Centre
			9.Day Care Centre
			10.CEDMS
			11.USEM
			12.USBAS
			13.USCT
			14.USHSS
			15.USLLS
			16.USE
			17.USMS
			18.International Affairs
			19.UITS Cell
			20.USICT
			21.USM&PMHS
			22.USF&IS
			23.USLA
			24.USMC
			25.NSS/NCC Cell
			26.USBT
			27.AICTE idea Lab

**BOARD-C**

**FOR EQUIPMENT/MACHINERY/SOFTWARE AND OTHER NON-CONSUMABLE ITEMS HELD ON CHARGE OF UNIVERSITY SCHOOLS, STORES AND LABORATORIES.**

S.No	Name/Designation		University Entities
1.	Dr. A.P. Singh, Dy. Librarian, UIRC	Chairman	1.ACITE Idea Lab 2.USFM
2.	Sh. Rajesh Sharma, AR (Purchase)	Member	3.USBAS 4.USCI 5.USHS 6.USHS
3.	COF Nominee - F & A	Member	7.USI
4.	Sh. Pooran Singh, STO, USEM	Member/ Convener	8.USM5 9.UHS 10.USICT
5.	Sh. Rohit -Jr. Asstt.UCS	Member	11.USM&PMHS 12.USI&IS 13.USLA
6.	Nodal Officer-Nominated by each entity	Member	14.USMC 15.USBT 16.NSS/NCC Cell

- To facilitate the physical verification of stock the HoD's of each school/department / entity are requested to nominate one Nodal Staff by 16-05-2025 under intimation to UCS Branch, who shall accompany, coordinate and assist the respective Boards in verifying the inventory of stock received, issued, held, condemned, deficient and surplus as the case may be.
- The stock inventory lists shall be prepared by UCS Branch as ready reckoner to all entities as per updated master ledgers of the assets.
- The completed proceedings shall be submitted by 31<sup>st</sup> July 2025 to UCS Branch in prescribed format under applicable GFR Rules.

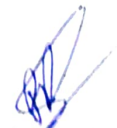
  
(Yogesh Bhatti)  
Incharge, UCS

**Copy to:**

- AR to VC for kind information of Hon'ble Vice Chancellor.
- AR to Registrar for kind information of Registrar
- All Deans/Directors /Branch Heads/HoDs/Hostels Wardens
- COF for kind information and nomination of members of F&A Branch.
- In-charge, UITS with the request to upload on the University's Website.
- Chairman and all members of the Boards (A,B & C)

**Internal :**

- Mr. Sanjeev, JA, UCS - To Prepare lists of items of Board 'B'
- Mr. Rohit Raj, JA, UCS - To Prepare lists of items of Board 'C'
- Mr. Shri Kant, SA, UCS - To Prepare lists of items of Board 'A'
- Office Copy

  
(Raja Ram)  
Section Officer, UCS