



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

**CENTRAL STORES DEPARTMENT**

GGSIU/AR(S)/2012/166

Dated: 17.08.2012

**CIRCULAR**

**Sub: Timings for issue of Consumable Items from Central Stores**

It is informed to all the concerned that the Competent Authority has been pleased to approve the time-schedule for the issue of consumable stores items from the Central Stores **in the afternoon from 03:00 PM to 05:00 PM on all working days, except any very emergent requirement(s)**. All are hereby requested to kindly maintain comfortable working stocks of such items so that the time-schedule could be adhered to. This will facilitate the users by way of minimizing the waiting time for getting the consumable stores items issued as also smooth functioning of the Stores Branch.

  
(Pushpendra Kumar)  
Assistant Registrar (Stores)

**Copy to** (For information and necessary action) :-

1. All Deans, University School of Studies
2. All Directors
3. Controller of Finance
4. Controller of Examination
5. Librarian
6. Chief Engineer
7. Chief Warden
8. All JR's/DR's/AR's/Sectional Heads
9. FO/AAO
10. PRO
11. Warden, Boys Hostel
12. Warden, Girls Hostel
13. PS to Hon'ble Vice Chancellor
14. PS to Registrar
15. In-charge Server Room (with a request to upload the same on University website)
16. Dispensary
17. All Notice Boards
18. Office copy

  
(Pushpendra Kumar)  
Assistant Registrar (Stores)