



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110075, www.ipu.ac.in
Central Stores Department

F.No. IPU/AR(S)/2012/09

March 29, 2012

CIRCULAR

Sub: Labelling/ marking of furniture/ fixtures, electrical and other non-consumable items.

In continuation to University's circular No. GGSIPU/ Registrar/ Misc./2012/50 dated 10.02.2012 issued by the Registrar on the subject cited above, it is informed that the work of permanent labelling/ marking has been awarded to the painter in respect of all the furniture/ fixtures, electrical and other non-consumable items available at different University School of Studies and other branches (Kashmere Gate & Dwarka Campus) which do not have permanent identification numbers. This will facilitate the physical verification/ identification of the items in respect of concerned Schools/ Departments.

Therefore, it is requested to kindly instruct your staff to allow the painter and our staff as also extend necessary help in carrying out the work of labelling/marketing at your School/Department.


(Pushpendra Kumar)
Asstt. Registrar (Stores)

Copy to:

- ✓ 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/ Section 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. Office copy


(Pushpendra Kumar)
Asstt. Registrar (Stores)