



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

**URGENT/TIME BOUND**

GGSIPU/AR(S)/2012/169

Dated: 21.08.2012

## **REMINDER-II**

### **CIRCULAR**

Kindly refer to the office Circulars bearing No. GGSIPU/AR(S)/2012/130 dated 17.07.2012 and bearing No. GGSIPU/AR(S)/2012/148 dated 01.08.2012 whereby all the concerned were requested to **prepare the list of inventory items in respect of non-consumable stores items** (furniture/fixture, electronic/electrical, office equipment, computer & IT peripherals, etc.) pertaining to their University Schools/Departments and **submit the same to the office of the Central Stores Department latest by 23<sup>rd</sup> July, 2012 and 07<sup>th</sup> August, 2012, respectively.**

In this regard, it is submitted that the **required information has since not been furnished by your School/Department.** It is, therefore, once again requested to kindly furnish the same to the office of the Central Stores Department latest by **Friday, August 24, 2012.**

For any query/clarification in respect of preparing the list of non-consumable store items as referred to above, Stores Branch may kindly be contacted.

**Kindly ignore this Circular in case the aforesaid information has already been submitted to the Central Stores Department.**

  
(Prof. C. S. Rai)  
Chairman,

Board-A: For Non-Consumable store items

**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. Dr. Pushpendra Bharti, USICT-Member
14. Sh. R. L. Ujjwal, USICT-Member
15. Sh. Gopal Singh, Consultant (Finance)-Member
16. PS to Hon'ble Vice Chancellor
17. PS to Registrar
- ✓ 18. In-charge Server Room (with a request to upload the same on University website)
19. Dispensary
20. All Notice Boards
21. Office copy

  
(Prof. C. S. Rai)  
Chairman,

Board-A: For Non-Consumable store items