



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

URGENT/TIME BOUND

GGSIU/AR(S)/2012/130

Dated: 17.07.2012

CIRCULAR

This has reference to the Office Order No. GGSIPU/AR(S)/2012/88 dated 12.06.2012 issued by the Registrar of the University regarding constitution of **Annual Stock Verification Boards** (Board-A, Board-B & Board-C) for carrying out stock verification of the consumable and non-consumable store items, fixed assets/furniture held on charge of Central Stores and Lab. Equipments/Machinery held on the charge of University Schools, for the year 2011-12.

All the concerned are hereby 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 23th July, 2012**, so as to enable the **Board-A: For Non-Consumable store items** to prepare the date-wise schedule and carry out the stock verification of various USS/Dept. in a time bound manner as desired by the Competent Authority of the University.

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.

(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 Director
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. Sh. Dikshu Singhal, Asstt. (Stores)
19. Ms. Kavita Monga nee Sharma, Asstt. (Stores)
20. In-charge Server Room (with a request to upload the same on University website)
21. Dispensary
22. All Notice Boards
23. Office copy

(Prof. C. S. Rai)

Chairman,

Board-A: For Non-Consumable store items