



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

[Central Stores Department]

No.GGSIPU/Store/2015-16/349

Dated: 17/06/2015

CIRCULAR

Subject:- To develop a suitable mechanism for receiving the requirements, issue, maintenance, replacement and stock entry of the requirements

Hon'ble Vice Chancellor is pleased to constitute a committee comprising of the following Officers to develop a suitable mechanism for receiving the requirements, issue, maintenance, replacement and stock entry of the requirements:

- | | | | |
|----|--|---|----------|
| 1. | Sh. S.K. Tanwar, Controller of Finance | : | Chairman |
| 2. | Prof. R.K. Gupta, USBT | : | Member |
| 3. | Prof. N.C. Gupta, USEM | : | Member |
| 4. | Sh. Sushil Kumar Vern, J.R. (Coordination) | : | Member |
| 5. | Dr. Abha Vermani, D.R. (Store) | : | Member |
| 6. | Dr. Pankaj Aggarwal, D.R. (GA) | : | Member |
| 7. | Sh. Gaurvendra Dwivedi, Sr. T.A. (Store) | : | Convener |

The terms of reference of the aforesaid Committee are as under:

1. To assess the present procedure of Purchase and storekeeping of consumable & Non-consumable items.
2. To assess the procurement procedure and inventory control mechanism of office equipment/office furniture/lab equipment/Computers & Peripherals.
3. To assess and workout the procurement procedure of items by the Principal Investigator (P.I.) for his/her projects.
4. To assess and workout the Warranty/AMC system of lab equipment/computers/furniture/office equipment etc.
5. To recommend the mechanism for the procurement system/storage system/issue/receipt system/replacement system/operation & maintenance including AMC.
6. Any other relevant matter arising out of the above.

Abha
17 June '15

(Dr. Abha Vermani)
Dy. Registrar (Store)

Copy for necessary action to:

1. All Members of the Committee
2. AR to the Vice Chancellor, for kind information of the Hon'ble Vice Chancellor
4. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
5. AR to the Registrar, for kind information of the Registrar
6. In Charge, UITS Cell for uploading on the University website
7. Guard File

Gaurvendra

(Gaurvendra Dwivedi)
Sr. T.A. (Store)