



**Important/ Urgent, Please**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector-16 C, Dwarka, New Delhi-110075, [www.ipu.ac.in](http://www.ipu.ac.in)**  
**Central Stores Department**

No. GGSIPU/AR(S)/2012/64

Dated: 14.05.2012

**C I R C U L A R**

It has been observed by the Condemnation Board during its visit on 01.05.2012 that some of the non-consumable items (furniture/fixtures, electronic/electrical, office equipments etc.) are lying in unclaimed/unserviceable conditions in Room No. 110 and its back side in the Administrative Block of Kashmere Gate campus after shifting of various USS/Depts. to Dwarka campus of the University. In this regard, all the concerned are requested to kindly inform the Stores Department about such items (furniture/fixtures, electronic/electrical, office equipments etc.) which pertain to their Schools/ Departments, if any, lying at Kashmere Gate Campus.

The information in this respect may kindly reach to this office latest by 21<sup>st</sup> May, 2012, so as to facilitate the proper accounting/verification of inventory by Stores Dept., failing which it will be presumed that no item(s) is/are lying at Kashmere Gate Campus and **Stores Department will initiate the process for condemnation.**

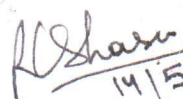
This issues with the approval of Competent Authority of the University.

  
(Prof. C.S. Rai)

Chairman, Condemnation Board

**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. All Notice Boards
18. Office copy

  
14/5/12  
(Ramesh Chand Sharma)  
Convener,  
Condemnation Board