GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

GGSIPU/AR(S)/2012/ 184

06th September, 2012

REMINDER-IV

CIRCULAR

Kindly refer to the office Reminder – III No. GGSIPU/AR(S)/2012/173 dated 27.08.2012, 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 31st August, 2012.**

In this regard, it is submitted that the **required information has since not been furnished by your Schools/Departments.** It is, therefore, once again requested to kindly furnish the same to the office of the Central Stores Department latest by **Monday, 10th September, 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. Dean, University School Management Studies
2. Dean, University School of Medicine and Para Medical Health Sciences
3. Dean, University School of Mass Communication
4. Director, International Affairs
5. Controller of Examination
6. Joint Registrar, Academics
7. Deputy Registrar, Planning & Policy (RTI & Legal)
8. Librarian
9. Warden, Boys Hostel
10. Warden, Girls Hostel
11. Dr. Pushpendra Bharti, USICT-Member
12. Sh. R. L. Ujjwal, USICT-Member
13. Sh. Gopal Singh, Consultant (Finance)-Member
14. PS to Hon'ble Vice Chancellor
15. PS to Registrar
16. In-charge Server Room (with a request to upload the same on University website)
17. Dispensary
18. All Notice Boards
19. Office copy

(Prof. C. S. Rai)
Chairman,
Board-A: For Non-Consumable store items