



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

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

GGSIU/AR(S)/2012/148

Dated: 01.08.2012

**CIRCULAR**

Kindly refer to the office Circular bearing No. GGSIPU/AR(S)/2012/130 dated 17.07.2012 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**, 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.

In this regard, it is submitted that the **required information is still awaited from your School/Department**. It is, therefore, requested to kindly furnish the same to the office of the Central Stores Department latest by **Tuesday, August 7, 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.

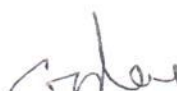
Kindly ignore this Circular in case the aforesaid information has already been submitted to the Central Stores Department.

  
(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**