



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)  
[Central Stores Department]

No.GGSIPU/Store/2015-16/214

Dated: 22/04/2015

**CIRCULAR**


It has been observed that at the time of physical verification of Non Consumable Items of all Departments/University Schools of Studies, the Committee constituted for verification, sometimes faces difficulties regarding detailed consolidated list of Items and Departmental Stock Register in the respective departments. Even number of departments have been found without any proper stock register of Non Consumable items issued to them. In view of the aforesaid, all Departments/University Schools are requested to update/maintain their Departmental Stock Register by entering all Non Consumable Items issued to them alongwith a detailed consolidated list of items available with them. A copy of the detailed consolidated list of the items as on 01.04.2015 may also be sent to the Central Stores for convenience of the Committee. A copy of the Stock Taking Report of Non Consumable Items of the financial year 2013-14 is enclosed for reference.

This issues with the approval of the Competent Authority.

  
22 April '15  
**(Dr. Abha Vermani)**  
**Dy. Registrar (Store)**

**Copy for necessary action to:**

1. All Deans/Branch Heads, University Schools of Studies
2. AR to the Registrar, for kind information of the Registrar
3. In Charge, UITS Cell for uploading on the University website
4. Guard File

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