



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

[Central Stores Department]

No.GGSIPU/Store/2015/430


Dated: 27/07/2015

Office Order

With reference to our earlier office order dated 10-07-2015 regarding to prepare the detail lists of Computer ,Printer, UPS , i.e.(Quality, Make, Serial No, & other particulars) & detail of furniture items , machines, Air Condition and other non consumable inventory items ,issued from Central Store as well as available in University Schools /Departments/, to facilitate the committee for detailed physical verification of Store inventory and dully submission of report to Honorable Vice-Chancellor . The last date for submission of report was 24-07-2015. The following Departments/ Schools/ Center have not submitted the desired information of Inventory items to under signed till date-

1- Dean USEM 2-Dean USCT 3—Dean USHSS 4—Dean USLLS 5—Dean USMS
6- Dean USMPHS 7- Dean USET 8- Dean USAP- 9—Faculty Incharge USE, All Directors.
i.e (a-Research & Consultancy , b—International affairs c---Academic Affairs d-Development
e Centre for Governance f-CPT G—CDMS) 10- COF for Accounts Branch 11—COE .(P) 12 —COE ,
Examination Branch (O) 13 Librarian UIRC 14—SE/EE UWD 15 Wardens Boys & Girls Hostel . 16---
All Joint Registrar i.e. (Academic, Coordination , Personal, Estate & Security), 17 - DR (GA) 18 DR (Purchase) 19--DR Examination 20- Incharge (Affiliation) 20-- DR(PRO Office) . 21--AR (Registrar office ,) 22--AR (V.C.” Office 23- Incharge, Server Room , 24-Incharge, Day Care Centre, 25-- Incharge Health Centre

All the above said Deans / Heads/ Officer Incharge of sections are again requested to kindly submit the detail information of Store Inventory in respect of your School/ Department / Sections to undersigned on priority basis without further delay latest by 07-08-2015, other wise the audit will raise objection and the matter will be reported to Honorable V.C.


(Prof. C .S. Rai)
Dean (USICT)

Chairman of Physical verification Baord

Copy to

1. All Dean/ Heads/ Incharge of Department as above for necessary action
2. All Members of P. V. Board for information & necessary action
3. A.R. to Registrar for information of Registrar
4. A.R. to Honorable V.C. for information of V.C