



GGSIU/AR(S)/2012/ 173

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

URGENT/TIME BOUND

Dated: 27.08.2012

REMINDER-III

CIRCULAR

Kindly refer to the office Reminder – II No. GGSIPU/AR(S)/2012/169 dated 21.08.2012, 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 24th 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 **Friday, 31st August, 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