



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

No.GGSIPU/Store/2016-17/ 322

Dated: 19/04/2017

**CIRCULAR**

**Subject: Regarding Annual Stock Verification Board for Stock verification for 2015-16**

Reference to the circular no. No.GGSIPU/Store/2016-17/282 dated: 17/02/2017 vide which Annual Stock Verification Board 'A' [for Non Consumable Items on charge of Central Store (issued to all Schools/ Departments)], Board 'B' for Consumable Items on charge of Central Store and Board 'C' For lab Equipment/Machinery/Softwares and other Non Consumable & Consumable Items held on charge of University Schools to verify all Items in the Stores and Laboratories of the Schools, for the year 2015-16 approved by the Hon'ble Vice Chancellor was circulated for physical verification of each and every item

Board 'A' in its meeting held on today i.e. on 19<sup>th</sup> April 2017 at 10:00 am has decided following groups for physical verification of each and every items in various School/Departments:-

Group	Name of Members	School/Departments to be verified
Group 'A'	1. Sh. Munish Gambhir, F.O. 2. Sh. Hitender, Asstt. A/c's Branch 3. Sh. Sushil Kumar, Jr. Asstt, UIRC	Accounts, UIRC, Proctor Office, USAP, UWD, E&S, Purchase, Staff Dev. Cell, USMC, CEPS and Admin. Block
Group 'B'	1. Dr. Renu Tomar, A.R, USLLS 2. Sh. Pooran Singh Yadav, STA, USEM 3. Sh. Krishan, LA-I, USEM 4. Sh. Jugvir Singh, EPABX Operator	A, B & C Block (USLLS, Director, Legal Aid Cell, USE, USHSS, USBAS, USCT, USEM and USBT)
Group 'C'	1. Sh. Hardesh Gaur, AR, DSW 2. Sh. Prabhat Mishra, A.R., USBAS 3. Sh. Sushil Upadhyay, SO, Legal 4. Sh. Rakesh Kuhad, Asstt., USICT	D & E Block (USICT & USET, CDMS, USMPISS, USMS, Director, Development, Director, Intl. Affairs, Director, IUIIC, CCGPC, UITS Cell, Directoe, Student Welfare, Health Centre, Girls Hostels, Boys Hostels)

Deans of Schools/ Head of Departments are requested to nominate Nodal Officer within two days to coordinate and accompany with the aforesaid Groups of Annual Stock Verification Board for verification of each and every Non Consumable Item, issued from Central Store. The Nodal Officer will also be responsible to update Departmental Stock Registers for Non Consumable Items issued from Central Store and will produce the Stock Registers before the Board as and when required. The name of the Nodal Officer may please be sent to the office of the undersigned **within two days** to enable to start the verification work and to submit its Report to the Competent Authority.

(Sushil Kumar Verma)

Joint Registrar (Personnel)

Chairman, Annual Stock Verificate Board 'A'

**Copy for necessary action to:**

1. All Deans/Branch Heads
2. All Members of the Annual Stock Verification Board 'A'.
3. In Charge, UITS Cell with the request to upload on the University's website
4. A.R. to the V.C. for kind information of the Hon'ble Vice Chancellor
5. A.R. to the V.C. for kind information of the Hon'ble Vice Chancellor