



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

No.GGSIPU/Store/2015-16/14

Dated: 07.04.2016

## CIRCULAR

**Subject:- Physical Verification of all Non Consumable Items by Annual Stock Verification Board constituted for Stock Verification of Non Consumable Store Items on charge of Central Stores**

Ref. to the Circular No. GGSIPU/Store/2015-16/674 dated 23.12.2015, on the subject cited above, it is for information for concerned Branch Heads that Annual Stock verification Board approved by the Hon'ble V.C., will continue physical verification of all Non Consumable Items on charge of Central Stores, issued to all Schools/Branches as per the detailed below:

1. UITS Cell	11.04.2016
2. Estate & Security Branch	12.04.2016
3. GA Branch	13.04.2016

The schedule for some remaining rooms/offices in Schools/Branches will follow soon.

All Deans/Branch Heads are requested to depute one Nodal Officer to coordinate with the Annual Stock verification Board during the verification in the concerned Branch. Nodal Officer deputed shall also ensure the opening of all rooms / labs in the School / Branch concerned for smooth functioning of the Annual Stock Verification Board. The detail of Nodal Officer deputed may also be made available to the undersigned at the earliest.

  
(Sushil Kumar Vern)

Joint Registrar (Personnel)

Chairman, Annual Stock Verification Board

### Copy for necessary action to:

1. All concerned Branch Heads
2. AR to the Vice Chancellor, for kind information of the Hon'ble Vice Chancellor
3. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
4. AR to the Registrar, for kind information of the Registrar
5. Sh. Pooran Singh Yadav, Sr. T.A., USEM, Sh. Sushil Kumar Upadhyay, S.O., Legal branch, Sh. Krishan Kumar, A.A.O., A/c's branch - Members of the Annual Stock Verification Board to ensure their availability on the aforesaid dates
6. Sh. L.S. Parmar, General Assiatant, Stores and Sh. Sushil Kumar, Jr. Assistant, UIRC to assist the Annual Stock Verification Board
7. In Charge, UITS Cell for uploading on the University website
8. Guard File