



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

(Central Stores Department)

No.GGSIPU/Store/2016-17/282

Dated: 17/02/2017

CIRCULAR

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

Following Annual Stock Verification Boards for the year 2015-16 have been approved by the Hon'ble Vice Chancellor for physical verification of each and every item as detailed below:

Board 'A' for Non Consumable Items on charge of Central Store (issued to all Schools/Departments)

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| (i) Sh. Sushil Kumar Vern, Joint Registrar (Personnel) | : Chairman |
| (ii) COF nominee – FO | : Member |
| (iii) Dr. Renu Tomar, A.R., USLLS | : Member |
| (iv) Sh. Hirdesh Gaur, A.R., DSW | : Member |
| (v) Sh. Prabhat Mishra, A.R., USBAS | : Member |
| (vi) Sh. Pooran Singh, Sr. T.A., USEM | : Member |
| (vii) Sh. Sushil Kumar Upadhyay, S.O. | : Member |
| (viii) Sh. Hitender, Assistant, Accounts | : Member |
| (ix) Sh. Rakesh Kuhad, Assistant, USICT | : Member |
| (x) Sh. Jugbir, EPABX Operator | : Member |
| (xi) Sh. Sushil Kumar, Jr. Assistant, UIRC | : Member |
| (xii) Sh. Krishan Lab Assistant, USEM | : Member |

Board 'B' for Consumable Items on charge of Central Store

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| (i) Sh. A.K. Verma, Joint Registrar (Estate & Security) | : Chairman |
| (ii) COF nominee – FO | : Member |
| (iii) Ms. Shikha Aggarwal, A.R.(Exams.) | : Member |


Sh. L.S. Parmar, General Assistant will provide the Departmental Support from Central Store for verification of Consumable and Non Consumable Items on charge of Central Stores. All Deans/Head of Departments will also nominate their staff maintaining School/Departmental Stock Register to accompany the Annual Stock Verification Board during physical verification of items.

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

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| (i) Prof. Navin Rajpal, USICT | : Chairman |
| (ii) COF nominee – FO | : Member |
| (iii) Sh. Parijat Mathur, Asistant Professor, USICT | : Member |
| (iv) Dr. Ashish Kumar, Asistant Professor, USMS | : Member |
| (v) Dr. Gulshan Dhamija, Asistant Professor, USBAS | : Member |
| (vi) Dr. Ram Singh Purty, Asistant Professor, USBT | : Member |
| (vii) Sh. Anurag Giri, Asistant Professor, USAP | : Member |
| (viii) Dr. Deepak Sharma, Cameraman Gr-I, USMC | : Member |

Deans of Schools will nominate Nodal Staff who will accompany the Verification Board for verification of each and every Lab Equipments/Machinery/Softwares and other Non Consumable & Consumable Items on charge of their respective Schools. The Nodal Staff will also be responsible to update Stock Registers for Lab Equipments/Machinery/Softwares and other Non Consumable & Consumable Items and will produce the Stock Registers before the Board as and when required.

All the aforesaid Boards are required to submit its report with in 30 days.


(Dr. Abha Vermani)
D.R. (Stores)

Copy for necessary action to:

1. All Deans/Branch Heads
2. All Chairman/Members of the Annual Stock Verification Board
3. In Charge, UITS Cell with the request toupload on the University's website
4. A.R. to the V.C. for kind information of the Hon'ble Vice Chancellor
5. S.O. to the Pro V.C. for kind information of the Pro Vice Chancellor
6. A.R. to the Registrar for kind information of the Registrar
7. PS to the C.O.F. for kind information of the Controller of Finance
8. Guard File