GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in  
(Central Stores Department)

F.No.: IPU/AR (S)/2012/820  
Dated: 26.09.2013

CIRCULAR

Subject: Marking/Labeling of Non-Consumable Stores Items (Furniture/Fixture/Electrical/Office Equipment etc.)

It is informed that the work of permanent labeling/marking has been awarded to the painter in respect of all the Furniture/Fixture/Electrical/Office Equipment etc. and other non-consumable items available at different University School of Studies and other branches which do not have permanent identification numbers. This will facilitate the physical verification/identification of the items in respect of concerned Schools/Departments.

Therefore, it is requested to kindly instruct your staff to allow the painter and our staff and also extend necessary help in carrying out the work of labeling/marking at your school/Department.

(Col. (Retd.) P. M. Bedekar)  
In-charge (Stores)

F.No.: IPU/AR (S)/2012/  
Copy to:  
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/Section Heads  
9. FO/AAO  
10. PRO  
11. Warden, Boys Hostel  
12. Warden, Girls Hostel  
13. PS to Hon’ble Vice Chancellor  
14. PS to Registrar  
15. In-Charge server room (with a request to upload the same on University website)  
16. Dispensary  
17. Office Copy