



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

## [Central Stores Department]

No.GGSIPU/Store/2020-21/

Dated: 27/10/2021

### NOTIFICATION

Hon'ble Vice Chancellor has constituted the following Boards for Annual Stock Verification (2020-21) regarding Machinery and Equipment/Software/other non-consumable items on the charge of University Schools/Centres.

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

1.	Dr. Pankaj Aggrwal, DR (GA)	Chairman
2.	Dr. Rajesh Sharma, AR (IA)	Member
3.	Sh. Nalini Ranjan, PRO	Member
4.	Sh. Amit Sharma, SO (GA)	Member
5.	Sh. Naveen Bhardwaj, SO (Legal)	Member
6.	Sh. Pooran Singh, STA (USEM)	Member
7.	Sh. Ramesh Sharma, SO (Exam)	Member
8.	Sh. Sushil Kumar Upadhyaya, SO (Accounts)	Member
9.	Sh. Rakesh Kuhad, Assistant, USICT	Member
10.	Sh. Sayed Ali Murjtaba, GA, DSW	Member

**Board 'B' for Equipment/Machinery/Softwares and other Non-Consumable & Consumable items on charge of University Schools to be verify all items in the store and laboratories of the schools.**

1.	Dr. A.P.Singh, Deputy Librarian	Chairman
2.	Sh. Sushil Kumar Upadhyaya, SO (Accounts)	Member
3.	Sh. Puran Singh, STA, (USEM)	Member
4.	Sh. Ajit Pratap, TA (UITS)	Member
5.	Sh. Amardeep Singh, TA (GA)	Member
6.	Sh. Deepak Sharma, Cameraman (USMC)	Member

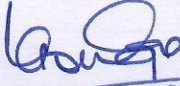


The said Boards shall carry-out the verification process with respect to above mentioned as per pro-forma enclosed.

In this connection, the report shall be submitted by the said Boards to the respective University Schools/Centres for further appropriate action at their end, with a copy to the Central Stores Department for records.

Deans/Directors of Schools/Centres will nominate Nodal Staff, who will accompany the Verification Board for verification of each and every lab equipments/machinery/software and other non-consumable items on the charge of their respective university schools/centres. The said nodal staff will also be responsible to update the relevant stock registers and will produce the stock registers before the board(s) as and when required.

The aforesaid, Boards shall submit the report within 45 days of issue of this notification.

  
27/10/24

(Dr. Vijay Kumar)  
(Deputy Registrar, UCS)

**Copy to:**

1. All Deans/Branch Heads
2. In-charge, UITS with the request to upload on the University's Website.
3. AR to VC for kind information pl.
4. AR to Registrar for kind information pl.
5. PS to COF for kind information pl.
6. Guard File.



**PROFORMA**

Machinery and Equipment (Major) on the charge of \_\_\_\_\_ (name of university schools/centers) as on 31/03/2021

Sr. No.	Name of Equipment	Balance as per stock register (qty in nos.)	Page no. of the stock register	Location of the asset	Ground Balance (qty/ in nos)	Surplus/ Deficiency (qty. in nos.)
Particulars to be filled by the respective university schools/centers					Particulars to be noted by the committee	

Machinery and Equipment (Minor) on the charge of \_\_\_\_\_ (name of university schools/centers) as on 31/03/2021

Sr. No.	Name of Equipment	Balance as per stock register (qty in nos.)	Page no. of the stock register	Location of the asset	Ground Balance (qty/ in nos)	Surplus/ Deficiency (qty. in nos.)
Particulars to be filled by the respective university schools/centers					Particulars to be noted by the committee	

Software on the charge of \_\_\_\_\_ (name of university schools/centers) as on 31/03/2021

Sr. No.	Name of Equipment	Balance as per stock register (qty in nos.)	Page no. of the stock register	Location of the asset	Ground Balance (qty/ in nos)	Surplus/ Deficiency (qty. in nos.)
Particulars to be filled by the respective university schools/centers					Particulars to be noted by the committee	