



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

No.GGSIPU/Store/2020-21/1240

Dated: 09/12/2021

Subject: Annual Stock Verification Board 2020-21 [Ending 31st March, 2021]

Kindly refer to our previous notification dated 27/10/2021 it is further informed that the revised Annexures A to E is enclosed herewith for your ready reference.

Please forward the data to Chairman, Board B, Dr. A. P. Singh, Dy. Librarian by 17th Dec, 2021 in the given annexures including softcopy email to central.stores@ipu.ac.in

(Sunil Kumar)
Assistant Registrar, UCS

Enclosure: Annexures A to E

Copy to:

1. AR to Hon'ble Vice Chancellor for kind information please.
2. AR to Registrar for kind information please.
3. COF for information please.
4. All Deans/Directors of the University
5. Dr. A.P.Singh, Dy. Librarian, Chairman Board- B through In-charge UIRC.
6. Head, UITS for uploading on the university website.
7. All the members of the Committee.
8. Guard file.



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ANNEXURE-A

Machinery and Lab Equipment (Major) on the Charge of the _____ as on _____

S.No.	Name of item	Balance as per school's stock register (qty. in no.s)	Page no. of the School's Stock Register	Location of Asset	Procured by University/ School/ Grant received from GGSIPU/Grant received from external agency/ Any other source	Ground Balance (Qty. in no.s)	Surplus/ deficiency (Qty. in no.s)
Particulars to be filled by the respective University School/Centre							

[Signature of Nodal Officer]

[Signature of Dean/Director]

[Signature of the Board Members]



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ANNEXURE-B

Machinery and Lab Equipment (Minor) on the Charge of the _____ as on _____

S.No.	Name of item	Balance as per school's stock register (qty. in no.s)	Page no. of the School's Stock Register	Location of Asset	Procured by University/ School/ Grant received from GGSIPU/Grant received from external agency/ Any other source	Ground Balance (Qty. in no.s)	Surplus/ deficiency (Qty. in no.s)
Particulars to be filled by the respective University School/Centre							

[Signature of Nodal Officer]

[Signature of Dean/Director]

[Signature of the Board Members]



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ANNEXURE-C

Software on the Charge of the _____ as on _____

S.No.	Name of item	Balance as per school's stock register (qty. in no.s)	Page no. of the School's Stock Register	Location of Asset	Procured by University/ School/ Grant received from GGSIPU/Grant received from external agency/ Any other source	Ground Balance (Qty. in no.s)	Surplus/ deficiency (Qty. in no.s)
Particulars to be filled by the respective University School/Centre							

[Signature of Nodal Officer]

[Signature of Dean/Director]

[Signature of the Board Members]



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ANNEXURE-D

Other Non-Consumable items on the Charge of the _____ as on _____

S.No.	Name of item	Balance as per school's stock register (qty. in no.s)	Page no. of the School's Stock Register	Location of Asset	Procured by University/ School/ Grant received from GGSIPU/Grant received from external agency/ Any other source	Ground Balance (Qty. in no.s)	Surplus/ deficiency (Qty. in no.s)
Particulars to be filled by the respective University School/Centre					Particulars to be noted by the Board 'C'		

[Signature of Nodal Officer]

[Signature of Dean/Director]

[Signature of the Board Members]



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ANNEXURE-E

Consumable items on the Charge of the _____ as on _____

S.No.	Name of item	Balance as per school's stock register (qty. in no.s)	Page no. of the School's Stock Register	Location of Asset	Procured by University/ School/ Grant received from GGSIPU/Grant received from external agency/ Any other source	Ground Balance (Qty. in no.s)	Surplus/ deficiency (Qty. in no.s)
Particulars to be filled by the respective University School/Centre					Particulars to be noted by the Board 'C'		

[Signature of Nodal Officer]

[Signature of Dean/Director]

[Signature of the Board Members]