



**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/2022-23/356

Date: 14/07/2022

Name of HOD/School/Department

ALL SCHOOLS / DEPARTMENTS /  
OFFICES / ESTABLISHMENTS

**Final Reminder**

**Submission of Board Proceedings Annual Stock Verification 2021-22**

1. Please refer following-
  - Notification No. GGSIPU/Store/2021-22/176 dated 19.05.2022 as per directions of Hon'ble Vice Chancellor ((uploaded on University website).
  - Meeting Notice No. GGSIPU/Store/2021-22/205 dated 27.05.2022 (uploaded on University website).
  - Nomination of Nodal Officer required vide letter no. GGSIPU/Store/2021-22 dated 01.06.2022
  - Reminder vide letter no. GGSIPU/Store/2021-22 dated 08.06.2022
  - Reminder to HODs dated 17.06.2022
2. It is requested that as per directions of Convening Authority, the stock verification of your school/department shall be carried out on daily basis between 0900 to 1000 hrs and 1500 hrs to 1700 hrs as per your convenience by the Board Members with the assistance of your Nodal Officer and staff.
3. The findings/report of Stock Verification shall be submitted duly completed and signed by HODs, Nodal Officer and Board members to UCS/CSD branch by 19.07.2022 for final submission to the Convening Authority.
4. It may kindly be noted that non maintenance and non verification of assets by the Schools/Departments/Offices shall be investigated and brought to account as per GFR Rule 213(1), as per directions of the Competent Authority and convening order.

  
(Col. Yogesh Bhatti) (Retd)  
Chairman of Board-A

Copy to:-

- AR to Hon'ble Vice Chancellor for kind information please.
- AR to the Registrar for kind information please.
- All HODs/Deans of University School of Studies
- All the Members of the Board-A
- DR (UCS/CSD) for information please.
- AR (UCS/CSD) for information please.
- Head, UITS for uploading on website.