



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

[Central Stores Department]

F.No.208(3)/IPU/CS/2019-20/ 401

Dated: 12.03.2020

## Notification

**Subject: Regarding constitution of Annual Stock Verification Board (2019-20):  
Machinery and Equipment/Software/Other non-consumable items on the  
charge of University Schools/Centre.**

Hon'ble Vice Chancellor has constituted the following Boards for Annual stock verification (2019-20) regarding Machinery and Equipment/Software/Other non-consumable items on the charge of University Schools/Centre.

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

- |   |   |          |
|---|---|----------|
| i. Ms. Suchitra Kumar, Joint Registrar (Planning) | - | Chairman |
| ii. Sh. Prabhat Mishra, AR (Accounts)/COF Nominee | - | Member   |
| iii. Sh. Nalini Ranjan, PRO                       | - | Member   |
| iv. Sh. Pushpinder Kumar, AR (Legal)              | - | Member   |
| v. Sh. Naveen Bhardwaj, SO (Legal)                | - | Member   |
| vi. Sh. Pooran Singh, Sr. T.A. (USEM)             | - | Member   |
| vii. Sh. Ramesh Sharma, SO (Exam)                 | - | Member   |
| viii. Sh. Hitender, GA (Accounts)                 | - | Member   |
| ix. Sh. Rakesh Kuhad, Assistant (USICT)           | - | Member   |
| x. Sh. Jugbir, EPABX Operator                     | - | Member   |
| xi. Sh. Sushil Kumar, Jr. Assistant (Exam)        | - | Member   |
| xii. Sh. Krishan, Lab Assistant (USEM)            | - | Member   |
| xiii. Sh. Anil Sharma, TA (USCT)                  | - | Member   |
| xiv. Sh. Manoj Kumar, TA (USCT)                   | - | Member   |

### **Board 'B': For Consumable items on the charge of Central Store**

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|--|---|----------|
| i. Ms. Shikha Aggarwal, Deputy Registrar (Co-ordination) | - | Chairman |
| ii. Sh. Sushil Kumar Upadhyay, SO/COF Nominee            | - | Member   |
| iii. Sh. Amit Thakur, AR (Purchase)                      | - | Member   |
| iv. Sh. Hridayesh Gaur, AR (Personnel)                   | - | Member   |

### **Board 'C': For Lab Equipment/Machinery/Softwares and other Non-Consumable & Consumable items held on the charge of University Schools to verify all items in the Stores and Laboratories of the Schools**

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|--|---|----------|
| i. Dr. A.P. Singh, Deputy Librarian            | - | Chairman |
| ii. Sh. Surya Prakash, AFO/COF Nominee         | - | Member   |
| iii. Dr. Guravender Diwedi, Sr. TA (USBAS)     | - | Member   |
| iv. Sh. Sachin Gupta, Sr. TA (USIT)            | - | Member   |
| v. Sh. Purn Singh Joshi, Sr. TA (USEM)         | - | Member   |
| vi. Sh. Ajit Pratap T.A. (USIT)                | - | Member   |
| vii. Sh. Amardeep Singh, TA (GA)               | - | Member   |
| viii. Dr. Deepak Sharma, Cameraman GR-I (USMC) | - | Member   |

The said Boards shall carry-out the verification process with respect to four kinds/categories of assets viz., Machinery and Equipment (Major), Machinery and Equipment (Minor), Software and other Non-consumable items and record their observations, for each University School/Centre separately, as per pro-forma- 'A', 'B' & 'C' (enclosed herewith).

In this connection, the final report shall be submitted by the said Boards to the respective University School/Centre 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/Softwares and other Non Consumable Items on the charge of their respective University School/Centre. 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.


  
(Sunil Kumar)  
Assistant Registrar (Stores)

To  
All the Members of the Boards.

**Copy to:**

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

For uploading

  
13/03/2020

TA (UITS)