



GURU GOBIND SINGH  
INDRAPRASTHA  
UNIVERSITY  
NEW DELHI

[Central Stores Department]

GGSIU/UCS/ASVB/2024-25/1169

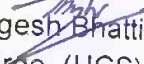
Dated: 21.07.2025

To,  
HOD/Dean/Director/Branch Incharge

MEETING NOTICE

Submission of Annual Stock Verification Board 'B' Inventory lists  
for the year ended on 31<sup>st</sup> March 2025

1. This is with reference to following
  - a) ASVB notification GGSIPU/Central/stores/2025/816 dated: 24.04.2025
  - b) Issue of stock inventory list to Nodal Officers of each entity during meeting of Annual Stock Verification Board members and Nodal officers held on 10 Jun 2025
2. The next meeting of above Stock Verification Board is scheduled to be held on 24 July 2025 at 2:30 PM in UCS Branch. All members of the above Board are requested to attend.
3. All entities/Nodal officers who have still not submitted the validated stock inventory lists are requested to attend and submit these lists duly verified and signed by the Nodal Officer and their respective HOD/Dean/Branch Incharge/Director/Hostel Warden.
4. It is pertinent to mention here that the completion report of above subject along with state of stock held, deficiencies and surpluses reported as per applicable GFR and University guidelines are required to be submitted for audit purpose by due date.

  
Yogesh Bhatti  
Incharge, (UCS)

Copy to:

1. AR to Registrar for kind information of Registrar
2. HOD'S/Director/Branch Heads/Hostel Wardens.
3. Chairperson and Members of the Board 'B'.
- ✓ 4. In-charge, UITS with a request to upload on University website.
5. Office Copy

  
Raja Ram  
Section Officer, (UCS)

Internal : Mr Sanjeev, JA UCS shall compile the proceedings for updation of the Master Ledger for the ibid Audit.