



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

(Central Stores Department)

F. No. GGSIPU/Central Stores/2014/57

Dated: 09.01.2014

## **CONSTITUTION OF COMMITTEE**

The Hon'ble Vice Chancellor, GGSIP University is pleased to constitute a Committee, comprising of following members, for shifting/transfer of various inventory items like furniture and fixtures, electrical and electronics and other items which are lying uselessly or under the unauthorized custody of IGIT/Ambedkar University (AUD) at Kashmere Gate Campus with terms of reference as detailed hereunder:

- |  |                         |
|--|-------------------------|
| 1. Sh. A.K. Verma, JR (Personnel)      | - Chairman of Committee |
| 2. Sh. R.P. Kansal, Incharge (Stores)  | - Member & Convener     |
| 3. Dr. Vijay Kumar, AR (Estate)        | - Member                |
| 4. Sh. Pushpendra Kumar, AR (Stores)   | - Member                |
| 5. Ms. Shikha Aggarwal, AR (Exam)      | - Member                |
| 6. Mr. Sumer Singh, AR (Security)      | - Member                |
| 7. Mr. Shailesh Gupta, F.O. (Accounts) | - Member                |

## **Terms of Reference of the Committee:**

- i. The Committee will identify the inventory items, to be shifted from Kashmere Gate Campus to Dwarka Campus and prepare the detailed list of the items.
- ii. The Committee will give appropriate recommendations for transfer of inventory items which are being used by IGIT/AUD like items of Seminar Hall, Conference Room, Auditorium, etc. alongwith other items.
- iii. The Committee will also identify the fixed items which cannot be dismantled and give appropriate recommendations for transfer of such inventory items on 'as is where is basis' to IGIT/AUD.
- iv. The Committee will verify the conditions of the items whether usable or unserviceable and give appropriate recommendations for disposal of such items after shifting to Dwarka Campus, if any.
- v. General Administration Branch will arrange the logistics (transport and labour, etc.) for shifting the inventory items from Kashmere Gate to Dwarka, GGSIPU.
- vi. The Security Branch will take care of the security of all the shifted inventory items from Kashmere Gate Campus alongwith other condemned/repairable store items lying at Dwarka Campus of the University till their issue/repair/disposal, etc. at Dwarka Campus.

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- vii. The Estate Department will provide/allocate the appropriate space for storing all the shifted inventory items from Kashmere Gate Campus and till their issue/repair/disposal, etc. at Dwarka Campus.
- viii. The Committee will complete the action to shift/transfer the items from Kashmere Gate Campus to Dwarka Campus **within one month from the date of notification** of the Committee.

The meeting of the aforesaid committee will be convened shortly.




(R.P. Kansal)  
Incharge (Stores)/  
Member & Convener

F. No. GGSIPU/Central Stores/2014/57

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Copy to:

1. All concerned members.
2. Registrar, IGDTU (earlier known as IGIT) for information and with the request to extend necessary support/ coordination to the members of the above committee.
3. DR (G.A.) for information and with request to make necessary arrangement for logistics (transport and labour, etc.) as and when required.
4. In-charge, server room with request to upload the same on University website.
5. AR to Hon'ble Vice Chancellor (for information).
6. AR to Registrar (for information).
7. PS to COF (for information).

  
(R.P. Kansal)  
Incharge (Stores)/  
Member & Convener