



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

No.GGSIPU/Circi;ar/2015-16/ 812

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## CIRCULAR

Physical Stock Verification of Non-consumable inventory items (like office furniture office equipment other electrical gadget etc.) of University Schools/ Deptt. is going on During this process, it has been reported that inventory of these items have not been maintained by the Schools/Deptt. in their Sub Stock Registrar.

It is mandatory to maintain the inventory of non-consumable items in Sub Stock Registrar by each School/Deptt. Keeping in view all the Deans/Directors/Branch Heads are requested to take corrective measures. It will facilitate the University Central Store for preparing consolidated report after verifying all non-consumable stocks of all the schools/ Deptt. which is required to be submitted in the Accounts Deptt. as per the rules of University.

1. Sub-Stock Register of the following non-consumable store items is requested to be maintained and updated, as per enclosures:-
  - (a) Non-consumable Stores Items;
  - (b) Laboratory Equipments;
  - (c) Office Equipment, Furniture items;
  - (d) Non-consumable items pertaining to faculty projects being sponsored by the outside grant-in-aid agencies and also those projects which have been completed and Utilization Certificate has already been issued;
  - (e) Indent Books of Non-consumable items is to be posted in sub-stock register periodically;
2. Inventory of each room /laboratory shall be prepared and fixed.
3. Further, broken furniture items are to be repaired through G.A. Branch and surplus/ unserviceable items are to be deposited in the Central Store.

  
(Rajiv Kale)  
Registrar

### Copy to:-

- (i) All Deans/Directors/COE/COF/Librarian/HOD/Branch Heads
- (ii) A.R. to Hon'ble Vice Chancellor
- (iii) A.R. to Registrar
- (iv) In- Charge, Server Room- (with a request to upload the same on University website)
- (v) Office Copy

  
(Dr. Pankaj Aggarwal)  
D.R. (Stores)