



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
Central Stores Department

GGSIU/AR(S)/2013/583

Dated: 15.05.2013

REMINDER

Sub: Annual Stock Verification – list of Inventory items

Reference Office Order bearing No. GGSIPU/AR(S)/2013/540 dated 17.04.2013 issued by the Registrar on the subject cited above vide which all the concerned were desired to prepare the list of the available inventory items as on 31.03.2013 in respect of non-consumable inventory items (Furniture/ Electrical/ Electric / IT Equipments) and Lab Equipments/ Machinery as well as fixed assets available in their USS/Departments in the devised formats and submit the same in Central Store Department in a time bound manner.

Since the desired information is still awaited from your School/Department, I have been directed to inform that kindly furnish the same to the office of the Central Stores Department latest by **Monday, May 20, 2013**. Kindly ignore this circular in case of aforesaid information has already been provided.

For any query/clarification in respect of preparing the list of non-consumable store items as referred to above, Stores Branch may kindly be contacted.

This may be treated as urgent and given due priority.


(Pushendra Kumar)
Assistant Registrar (Stores)

Copy forwarded to the following :-

1. All Deans, University School of Studies
2. All Directors
3. Controller of Finance
4. Controller of Examination
5. Librarian, UIRC
6. Chief Engineer, UWD
7. Chief Warden
8. All JR's/DR's/Sectional Heads
9. FO/AAO
10. PRO
11. Warden, Boys Hostel
12. Warden, Girls Hostel
13. PS to Hon'ble Vice-Chancellor
14. PS to Registrar
15. In-charge Server Room (with a request to upload the same on University website)
16. Dispensary
17. Office Copy