



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

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

No. GGSIPU/AR(S)/2013/708

18<sup>th</sup> July, 2013

**Subject: Annual Stock Verification 2012-2013**

In continuation to the circular no. GGSIPU/AR(S)/2013/ dated 17.07.2013 on the subject cited above, the detailed date wise schedule. for verification of stock in respect of various USS/Depts./Centres/Cells, etc is as given hereunder:

Date	Name of USS/Centre/Cell to be verified	Date	Name of USS/Centre/Cell to be verified S. No.
22.07.2013	USEM	01.08.2013	USMC, CDMS
23.07.2013	USBT	02.08.2013	Examination
24.07.2013	USBAS	05.08.2013	General Administration
25.07.2013	USCT	06.08.2013	Estate & Security
26.07.2013	USHSS, USE	07.08.2013	Boys Hostel
29.07.2013	USLLS	08.08.2013	Girls Hostel
30.07.2013	USMS	09.08.2013	Accounts, UWD, PRO
31.07.2013	USICT, UCITIM	12.08.2013	UIRC

You are, therefore, requested to kindly furnish the name(s) of the representative(s) from your School/ Department to the office of the undersigned latest by Friday, July 19, 2013 so as to facilitate the verification of the concerned inventory items.

This may kindly be given due priority.

Your kind cooperation in solicited, please.

(Col. (Retd) P.M. Bedekar)  
Incharge (Stores)

Copy forwarded to the following for information and with the request to extend necessary support :

1. Dean, USEM
2. Dean, USBT
3. Dean, USBAS
4. Dean, USCT
5. Dean, USHSS
6. Dean, USMC
7. Dean, USLLS
8. Dean, USE
9. Dean, USMS
10. Dean, USICT
11. Director, CDMS
12. Controller of Finance
13. Controller Examination
14. Librarian
15. Chief Engineer
16. Chief Warden
17. Chairman, UCITIM
18. Dy. Registrar, General Administration
19. Asst. Registrar, Estate & Security
20. Members of the Board: A
21. PRO
22. Warden, Boys Hostel
23. Warden, Girls Hostel
24. AR to Hon'ble Vice Chancellor
25. AR to Registrar
26. In-charge Server Room (with a request to upload the same on University website.)
27. Office copy

(Col. (Retd) P.M. Bedekar)  
Incharge (Stores)