



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

No.GGSIPU/Store/2016-17/ 294

Dated: 08/03/2017

CIRCULAR

Subject: Regarding verification of Consumable Items on Charge of Central Stores by the Annual Stock Verification Board 2015-16

Ref. on the subject cited above, it is for information of all Schools/Departments that Central Store will update its Stock Registers w.e.f. 15.03.2017 and each and every Consumable Item on Charge of Central Store will be verified by Annual Stock verification Board approved by the Hon'ble Vice Chancellor. Therefore, no Consumable Item shall be issued from the Central Store during 15.03.2017 to 31.03.2017.

Abha
8 March '17
(Dr. Abha Vermani)
Dy. Registrar(Stores)

Copy for information to:

1. All Deans/Directors, University Schools of Studies/Branch Heads
2. AR to the Vice Chancellor, for kind information of Hon'ble Vice Chancellor
3. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
4. AR to the Registrar for kind information of the Registrar
5. PS to the C.O.F. for kind information of the Controller of Finance
6. In Charge, UITS Cell for uploading on the University website
7. General Assistant (Stores) for necessary action to update Stock Registers and Stock Taking of Consumable Items on Charge of Central Stores
8. Guard File