Notification

Subject: Regarding constitution of Annual Stock Verification Board (2017-18): Machinery and Equipment/Software/Other non-consumable items on the charge of University Schools/Centre.

Hon'ble Vice Chancellor has constituted the following Boards for Annual stock verification (2017-18) regarding Machinery and Equipment/Software/Other non-consumable items on the charge of University Schools/Centre.

Board ‘A’: Departments allocated- USEM, USBT, CEPS & USM&PH

i. Dr. (Mrs.) Neeru Anand, Associate Professor (USCT) - Chairman
ii. Dr. Arif Ali Khan, Assistant Professor (USB&AS) - Member
iii. Dr. Renu Tomar, AR (USL&LS) - Member
iv. Ms. Savita Gupta, AAO (COF Nominee) - Member
v. Sh. Gauravendra Dwivedi, Sr. T.A. (USB&AS) - Member
vi. Sh. Anil Sharma, T.A. (USCT) - Member
vii. Sh. Vishal Agnihotri, Lab Asst.-I (USB&AS) - Member

Board ‘B’: Departments allocated- USCT, USMC, USMS and Centre for Human Values & Ethics

i. Sh. Avtar Singh, Associate Professor (USAP) - Chairman
ii. Sh. Parijaat Mathur, Assistant Professor, (USI&CT) - Member
iii. Sh. Pushpendra Kumar, AR (Personnel) - Member
iv. Ms. Savita Gupta, AAO (COF Nominee) - Member
v. Sh. Pooran Singh Yadav, Sr. T.A. (USEM) - Member
vi. Sh. Ashok Kumar, T.A. (USI&CT) - Member
vii. Sh. Arvind Mohan Badhani, Lab Asst.-I (USH&SS) - Member

Board ‘C’: Departments allocated- USI&CT, UITS, USE & USH&SS

i. Dr. Sanjay Dholga, Associate Professor (USMS) - Chairman
ii. Dr. S. Sanjay Kumar, Assistant Professor (USMS) - Member
iii. Sh. Vijendra Singh, AR (Accounts) - Member
iv. Ms. Savita Gupta, AAO (COF Nominee) - Member
v. Ms. Snehlata, Sr. T.A. (USBT) - Member
vi. Sh. Subhash Chand, T.A. (USCT) - Member
vii. Sh. Mahesh Chand, Lab Asst.-I (USBT) - Member

Board ‘D’: Departments allocated- USB&AS, USAP, University Centre for Disaster Management Studies, USL&LS

i. Dr. (Ms.) Nimisha Sharma, Associate Professor (USBT) - Chairman
ii. Dr. Monika Gandhi, Assistant Professor (USBT) - Member
iii. Sh. Kuldeep Singh Dabas, AR (Purchases) - Member
iv. Ms. Savita Gupta, AAO (COF Nominee) - Member
v. Sh. Sachin Kumar Gupta, Sr. T.A. (UITS) - Member
vi. Sh. Dhananjay Pandey, T.A. (USCT) - Member
vii. Sh. Krishna Kumar Rajput, Lab Asst.-I (USEM) - Member
The said Boards shall carry-out the verification process with respect to four kinds/categories of assets viz., Machinery and Equipment (Major), Machinery and Equipment (Minor), Software and other Non-consumable items and record their observations, for each University School/Centre separately, as per pro-forma- ‘A’, ‘B’, ‘C’ & ‘D’ (enclosed herewith).

In this connection, the final report shall be submitted by the said Boards to the respective University School/Centre for further appropriate action at their end, with a copy to the Central Stores Department for records.

Deans/Directors of Schools/Centres will nominate Nodal Staff, who will accompany the Verification Board for verification of each and every Lab Equipments/Machinery/Softwares and other Non Consumable items on the charge of their respective University School/Centre. The said Nodal Staff will also be responsible to update the relevant Stock Registers and will produce the Stock Registers before the Board(s) as and when required.

The Aforesaid Boards shall submit the report within 45 days.

((Prabhat Mishra)
Asst. Registrar (Stores))

Encl: As above (01 Page)

To
All the Members of the Boards.

Copy to:
1. All Deans/Branch Heads, GGSIPU
2. In-Charge, UITS Cell, GGSIPU, with the request to upload on the University’s website
3. A.R. to the V.C., GGSIPU, for kind information of the Hon’ble Vice Chancellor
4. S.O. to the Pro V.C., GGSIPU, for kind information of the Pro Vice Chancellor
5. A.R. to the Registrar, GGSIPU, for kind information of the Registrar
6. PS to the C.O.F., GGSIPU, for kind information of the Controller of Finance
7. Guard File