



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

Central Stores Department

F.No. GGSIPU/Misc/Stores Department/2013/

Dated: 23.08.2013

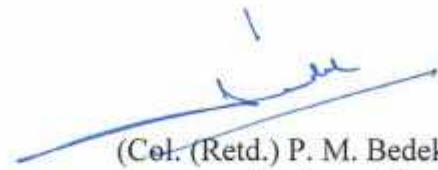
CIRCULAR

Subject: Shifting/depositing of Surplus/Unused/Unserviceable Furniture & Office Equipments to University Central Stores.

With reference to University's Circular No.IPU/GA/Misc/2013-14/3479 dated 21.08.2013 issued by the Registrar regarding depositing of Surplus/Unused/Unserviceable Furniture & Office Equipments available outside the offices of the various schools and departments, it is informed to all concerned that the **Central Stores Department will be functioning on Saturday & Sunday, i.e. 24th & 25th August, 2013**, hence, it is requested to kindly depute one representative of your school/department along with list of the aforesaid items, if any, to coordinate with Stores Branch for shifting of the furniture and office equipments.

It is further requested that the said representative should ensure that the concerned stores items are shifted to the parking space at 'D' & 'E' Blocks and no items i.e. Surplus/Unused/Unserviceable Furniture & Office Equipments are left un-shifted.

Kindly extend necessary support to make the ambience, neat & clean of the campus.


(Col. (Retd.) P. M. Bedekar)
In-charge (Stores)

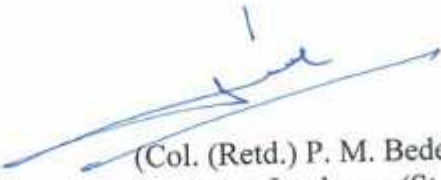
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Copy to :

1. Dean, USBT
2. Dean, USICT
3. Dean, USLLS
4. Dean, USMS
5. Dean, USBAS
6. Dean, USAP

7. Dean, USEM
8. Dean, USHSS
9. Dean, USCT
10. Dean, USE
11. Dean, USMC
12. Dean, USET
13. Director, Research & Consultancy
14. Director, Centre for Disaster Management
15. Director, Legal Aid Cell
16. Director, Development
17. Director, Academic Affairs
18. Director, Project Mentoring Cell
19. Director, International Affairs
20. Director, Co-ordination
21. Director, Student Welfare
22. COF
23. COE
24. Librarian
25. Chief Engineer/SE (UWD)
26. JR (Academic -I)
27. JR (Academic -II)
28. JR (Coordinator)
29. DR (GA) **(with a request to provide sufficient manpower & trolleys)**
30. DR (Affiliation)
31. DR (Staff Development Cell)
32. DR (Planning Policy)
33. DR (PR)
34. DR (Purchase)
35. In-charge (Personnel)
36. Chairman, UCITIM (with request to upload the same on university website)
37. Chief Warden
38. Warden Boys Hostel
39. Warden Girls Hostel
40. AR (Estate)
41. AR (Security) **(with the request to kindly deputed two security guards, each at 'D' & 'E' Blocks).**
42. AR to Hon'ble Vice Chancellor (for information)
43. AR to Registrar
44. University Health Centre
45. Office Copy


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In-charge (Stores)