



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
Annual Stock Verification 2012-13

GGSIPIU/AR(S)/2013/ 626

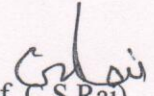
Dated: 07.06.2013

Sub: Annual Stock Verification 2012-13.

Kindly find enclosed herewith the date-wise schedule pertaining to Annual Stock Verification for 2012-13 in respect of fixed assets/furniture/electronics/electrical/IT equipments available at all the USS/Depts./Centres/Cells/Offices, etc. held on charge of the Central Stores Department.

The members of the Board along with staff of Central Stores Department will be visiting at different USS/Depts./Centres/Cells/Offices, etc. on the dates mentioned against each.

You are, therefore, requested to kindly extend necessary support and also depute one representative from your School/Dept./Centre/Cell/Office along with the list of available concerned inventory items so as to facilitate the stock verification of the items.



(Prof. C S Rai)
Chairman,

Board A: For Non-Consumable store items

Encls: As stated above

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

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


(Prof. C S Rai)
Chairman,

Board A: For Non-Consumable store items

Schedule of Annual Stock Verification 2012-13

S. No.	Date	Name of USS/Dept./Centre/Cell to be verified
	Adm. Block	
1	10.06.2013	VC Sectt. Registrar Office Directors' Offices Academic Branch (I & II) Planning & Policy Affiliation Coordination Personnel
2	11.06.2013 & 12.06.2013	GA including Seminar Hall etc. Central Stores Examination
	A - Block	
3	13.06.2013	USEM
4	14.06.2013	USBT
	B - Block	
5	17.06.2013	USBAS, CEPT
6	18.06.2013	USCT
	C - Block	
7	19.06.2013	USHSS, USMC, PRO
8	20.06.2013	USLLS USE
	D - Block	
9	21.06.2013	USMS
	E - Block	
10	24.06.2013	USICT, UCITIM CDMS
11	25.06.2013	USET CCGPC
12	26.06.2013	UIRC
13	27.06.2013	Purchase UWD, SDC Estate & Security
14	28.06.2013	DSW Day Care Centre & Gymnasium Health Centre
15	01.07.2013	Accounts, Canteens & EPABX
16	02.07.2013	Boys Hostel including Mess
17	03.07.2013	Girls Hostel including Mess
18	04.07.2013 & 05.07.2013	USAP & Office of Fee Committee, Kashmere Gate campus