



GGSIPIU/AR(S)/2013/ 540

Dated: 17.04.2013

OFFICE ORDER

Sub: Annual Stock Verification- list of Inventory Items.

The Annual Stock Verification for the year 2012-13 is likely to be conducted shortly by the different Boards in respect of Consumable, Non-consumable inventory items and Lab. Equipments/Machinery as well as fixed assets available in the USS/Departments.

Hence, it is desired from all the concerned to **prepare a list of all the available inventory items as on 31.03.2013 as per the following categories of items and submit the same in the Central Stores Department** in a time bound manner so as to facilitate the Stock Verification Boards that would be constituted for physical verification of the concerned inventory items:

- (i) List of Non-consumable store items as per enclosed formats:
 - (a) Furniture Items – Format 1
 - (b) Electrical/Electronics/IT Equipments – Format 2
- (ii) List of Lab Equipments/Machinery held on charge of University Schools as per records maintained by concerned USS.

This may be treated as urgent and given due priority.

Encls: As stated above

(Dr. B. P. Joshi)
Registrar

Copy forwarded to the following :-

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

FURNITURE ITEMS

S.No.	Item Name	Qty Available
1.	Almirah (Big)	
2.	Almirah (Small)	
3.	Bed Mattress	
4.	Benches	
5.	Black Board	
6.	Book Case	
7.	Bulletin Board	
8.	Cabinets	
9.	Cafeteria Table	
10.	Cane Chair	
11.	Centre Table	
12.	Chalk Board	
13.	Clerk Table	
14.	Complaint Box	
15.	Computer Chair	
16.	Computer Table	
17.	Computer Table	
18.	Conference Chair	
19.	Conference Table	
20.	Covered Notice Board	
21.	Cupboard	
22.	Desk	
23.	Dining Chair	
24.	Dining Table	
25.	Diwan	
26.	Double Bed	
27.	Dressing Table	
28.	Executive Office Table with Side Unit	
29.	Experimental Table / Lab Table	
30.	Faculty Chair	
31.	Green Board	
32.	Instrument Table	
33.	Lockers	
34.	Magnetic White Board	
35.	Notice Board	
36.	Office Table / Faculty Table / Reception Table	
37.	Officer Table	
38.	Officers High Back Chair Revolving	
39.	Officers Ordinary Back Chair Revolving	
40.	Partition Screen	
41.	Pillow	
42.	Pin up Board	
43.	Plastic Chair	
44.	Podium	
45.	Printer Table	
46.	Racks / Shelves	
47.	Round Table	
48.	Side Table / Corner Table	
49.	Sofa Set 1 Seater	
50.	Sofa Set 11 Seater	
51.	Sofa Set 18 Seater	
52.	Sofa Set 2 Seater	
53.	Sofa Set 3 Seater	

54.	Sofa Set 4 Seater	
55.	Sofa Set 5 Seater	
56.	Sofa Set 7 Seater	
57.	Soft Board	
58.	Stands	
59.	Stools	
60.	Student Chair	
61.	Studio Table	
62.	Study Chair	
63.	Study Table	
64.	Telephone Table	
65.	Visitors Chair / Office Chair	
66.	White Board	
67.	Any other furniture / related items :	
	1.)	
	2.)	
	3.)	
	4.)	
	5.)	
	6.)	
	7.)	
	8.)	
	9.)	
	10.)	

ELECTRICAL / ELECTRONICS / IT EQUIPMENTS

FORMAT: 2

S.No.	Item Name	Make / Model / Ton / KVA	Qty Available
1.	Split Type Air Conditioner		
2.	Window Type Air Conditioner		
3.	Aquaguard Machine		
4.	Aquarium		
5.	CD Player		
6.	Camera		
7.	CCTV		
8.	CD Writer		
9.	Room Cooler		
10.	Desktop Computer with monitor and CPU		
11.	Digital Podium		
12.	DVD Player		
13.	Exhaust Fan		
14.	Fax Machine		
15.	Hard Disk		
16.	Headsets		
17.	Heat Blower / Room Heater / Oil Heater		
18.	Home Theater		
19.	Insect / Mosquito Killer		
20.	Interactive Board		
21.	Juicer Mixer		
22.	LCD Projector		
23.	LCD Projector Screen		
24.	LCD TV		
25.	LED TV		
26.	Microwave Oven		
27.	OHP		
28.	OHP Screen		
29.	PA System		
30.	Paper Shredder		
31.	Photocopier		
32.	Printer Dot Matrix		
33.	Printer Inkjet		
34.	Printer Laserjet / Multifunctional		
35.	Refrigerator		
36.	Scanner		
37.	Slide Projector		
38.	Stablizer		
39.	Television		
40.	UPS		
41.	Vacuum Cleaner		
42.	Video Conferencing System		
43.	Video Recorder / Voice Recorder		
44.	Wall Mounting Fan		
45.	Water Dispenser		
46.	CVT		
47.	Any other related items :		
	1.)		
	2.)		
	3.)		
	4.)		
	5.)		
	6.)		
	7.)		
	8.)		
	9.)		
	10.)		