



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

[Central Stores Department]

F.No.208(4)/IPU/CS/2018/ 782

Dated: 11/09/18

Notification

**Subject: Regarding constitution of Annual Stock Verification Board (2017-18):
Fixed assets/Non-consumable items on the charge of Central Stores.**

Hon'ble Vice Chancellor has constituted the following Board for Annual stock verification (2017-18) regarding Fixed Assets/Non-Consumable items on the charge of Central Stores:

- | | | |
|---|---|----------|
| 1. Dr. Vijay Kumar, DR (Security) | - | Chairman |
| 2. Dr. Manoj Bhatt, AR (USEM) | - | Member |
| 3. Sh. Rajesh Kumar, AR (USMS) | - | Member |
| 4. Ms. Savita Gupta, AAO (COF Nominee) | - | Member |
| 5. Sh. Deepak Kumar, SO (DRC) | - | Member |
| 6. Sh. Deepak Sharma, Cameraman, Gr.-I (USMC) | - | Member |
| 7. Sh. Sayed Ali Mujtaba, GA (DSW) | - | Member |
| 8. Sh. Dikshu Singhal, Assistant (Accounts) | - | Member |
| 9. Sh. Nepal Singh, Assistant (USE) | - | Member |

Central Stores Department shall provide departmental support for carrying out the above exercise. All Deans/Head of Departments are requested to nominate their staff maintaining School/Departmental Stock Register to accompany the Annual Stock Verification Board to all the locations (room/storage area/other places) of each and every asset being utilised/lying un-utilised at their respective University School/Department, during physical verification of assets/items.

Simultaneously, the Central Stores shall initiate the process for codification/labelling of fixed assets placed at different locations in the University, for which co-operation of all the University Schools/Departments is solicited.

The aforesaid Board shall submit its report within 45 days.

((Prabhat Mishra)
Asth. Registrar (Stores)

To
All the Members of the Board.

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

For upload
TA, UITS
11-9-18