

IPU/USIC&T/2018/ 8302<sup>L</sup>

Dated. 16.01.2018

## OFFICE ORDER

In order to streamline the process of stock entry for consumable and non - consumable items procured by the School or issued by the Central Store, a Committee of the following is constituted. The Committee members are as under:

1. Sh. Rajesh Kumar, TA
2. Sh. I.M. Khan, TA
3. Sh. Pawan Kumar Vashishtha, LA

The stock registers for non-consumable and consumable will be maintained by Sh. I.M. Khan and Sh. Rajesh Kumar respectively. The stock entries will be made by Sh. I. M. Khan for non- consumable and Sh. Rajesh Kumar for consumable respectively in the stock register for smooth functioning of the school. Sh. Pawan Kumar Vashishtha, L.A. Dean, Office will assist for the aforesaid purpose.

The Old stock register available in the office of Dean, USIC&T will be handed over to the Committee members for doing needful.

Sh. Y.S. Kataria will supervise the aforesaid work.

A copy of the procedure to be followed for stock entry in respect of consumable and non-consumable items is also enclosed for smooth functioning.

*Arvinder Kaur*

(Prof. Arvinder Kaur)  
Dean, USIC&T

Copy to:

1. All faculty members of USIC&T through e-mail.
2. All Concerned through e-mail.
3. Head, UITS with the request to upload on the notice/circular of the school.
4. Guard File.