CIRCULAR

No. GGSIPU/AR(S)/2013/   17th July, 2013

### Subject: Annual Stock Verification 2012-2013

In pursuance to the office order no. GGSIPU/AR(S)/2013/596 dated 22.05.2013 on the subject cited above, a second meeting was held on 15.07.2013 at 3:00 pm in the office of Chairman, Board A: For Non-Consumable store items for the year 2012-13 to discuss & deliberate in respect of conduct of Annual Stock Verification at various USS/Depts./Centres/Cells, etc.

The members of the Board decided that the rooms/ labs/ classrooms of the Schools/ Departments should be visited/ re-visited for physical verification of the available inventory items.

You are, therefore, requested to kindly extend necessary support **and also nominate one representative from your School/ Department along with the list of Rooms/ Labs/ Classrooms so as to facilitate the verification of the inventory items by the members of the Board alongwith staff of Central Stores Department w.e.f 22nd July, 2013 till 12th August, 2013.**
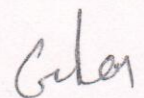
This may kindly be given due priority, please.

This issues with the approval of the Registrar.

(Prof. C S Rai)
Chairman,
Board A: For Non-Consumable store items

Copy forwarded to the following for information and with the request to **extend necessary support** :
1. Dean, USEM
2. Dean, USBT
3. Dean, USBAS
4. Dean, USCT
5. Dean, USHSS
6. Dean, USMC
7. Dean, USLLS
8. Dean, USE
9. Dean, USMS
10. Dean, USICT
11. Director, CDMS
12. Controller of Finance
13. Controller Examination
14. Librarian
15. Chief Engineer
16. Chief Warden
17. Chairman, UCITIM
18. Dy. Registrar, General Administration
19. Asst. Registrar, Estate & Security
20. Members of the Board: A
21. PRO
22. Warden, Boys Hostel
23. Warden, Girls Hostel
24. AR to Hon'ble Vice Chancellor
25. AR to Registrar
26. In-charge Server Room (with a request to upload the same on University website.)
27. Office copy

(Prof. C S Rai)
Chairman,
Board A: For Non-Consumable store items