



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
(Central Stores Department)

F.No.: IPU/AR (S)/2012/820

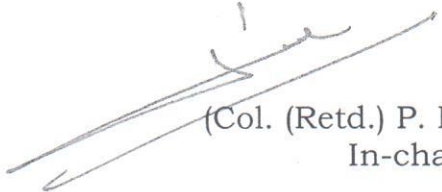
Dated: 26.09.2013

CIRCULAR

Subject: Marking/ Labeling of Non-Consumable Stores Items (Furniture/ Fixture/ Electrical/ Office Equipment etc.)

It is informed that the work of permanent labeling /marking has been awarded to the painter in respect of all the Furniture/ Fixture/ Electrical/ Office Equipment etc. and other non-consumable items available at different University School of Studies and other branches which do not have permanent identification numbers. This will facilitate the physical verification/ identification of the items in respect of concerned Schools/ Departments.

Therefore, it is requested to kindly instruct your staff to allow the painter and our staff as also extend necessary help in carrying out the work of labeling/ marking at your school/ Department


(Col. (Retd.) P. M. Bedekar)
In-charge (Stores)

F.No.: IPU/AR (S)/2012/
Copy to:

Dated: 26.09.2013

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 /Section 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