GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110075, www.ipu.ac.in

GGSIPU/AR(S)/2013/546

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 1. Almirah (Big) 2. Almirah (Small) 3. Bed Mattress 4. Benches 5. Black Board 6. Book Case 7. Bulletin Board 8. Cabinets 9. Cafetaria Table 10. Cane Chair 11. Centre Table 12. Chalk Board 13. Clerk Table 14. Computer Table 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. Officer Table / Faculty Table / Reception Table 37. Officer Bigh Back Chair Revolving 38. Officer Bigh Back Chair Revolving 39. Officer Striph Back Chair Revolving 39. Officer Striph Back Chair Revolving 39. Officer Striph Back Chair Revolving	
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20 Officers Ordinary Buck	
39. Unicers of the	
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40. Partition Screen	
41. Pillow	
42. Pin up Board	
43. Plastic Chair	7
44. Podium	
45 Printer Table	
16 Racks / Shelfs	
- 1 Table	
48 Side Table / Corner Table	
40 Sofa Set 1 Seater	
Sofa Set 11 Seater	
51 Sofa Set 18 Seater	
F2 Sofa Set 2 Seater	
C-L2 Soater	
53. Sofa Set 3 Seater	

Sofa Set 4 Seater
Sofa Set 5 Seater
Sofa Set 7 Seater
Soft Board
Stands
Stools
Student Chair
Studio Table
Study Chair
Study Table
Telephone Table
Visitors Chair / Office Chair
White Board
Any other furniture / related items :
1.)
2.)
3.)
4.)
5.)
6.)
7.)
8.)
9.)
10.)

S.No.	Item Name	N. 1 / N. 1 1 / M. (1971)	POR
1.	Split Type Air Conditioner	Make/Model/Ton/KVA	Qty Available
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		
	LCD TV		
	LED TV		
26.	Microwave Oven		
27.			
	OHP	,	
	OHP Screen	•	
	PA System		
30.	Paper Shredder		
	Photocopier		
	Printer Dot Matrix		
	Printer Inkjet		
	Printer Laserjet / Multifunctional		
	Refrigerator		
	Scanner		
	Slide Projector		
	Stablizer		
	Television		
	UPS		·
	Vacuum Cleaner		
42.	Video Conferencing System		
43.	Video Recorder / Voice Recorder		
44.	Wall Mounting Fan		
	Water Dispenser		
	CVT		
47.	Any other related items :		
	1.)		
	2.)		
	3.)		
	4.)		
	5.)		
	6.)		
	7.)		
	8.)		
	9.)		
	10.)		
	10.)		