



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

[Central Stores Department]

F.No.208(3)/IPU/CS/2018/753

Dated: 11/09/2018

Notification

**Subject: Regarding constitution of Annual Stock Verification Board (2017-18):
Machinery and Equipment/Software/Other non-consumable items on
the charge of University Schools/Centre.**

Hon'ble Vice Chancellor has constituted the following Boards for Annual stock verification (2017-18) regarding Machinery and Equipment/Software/Other non-consumable items on the charge of University Schools/Centre.

Board 'A': Departments allocated- USEM, USBT, CEPS & USM&PH

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|---|---|----------|
| i. Dr. (Mrs.) Neeru Anand, Associate Professor (USCT) | - | Chairman |
| ii. Dr. Arif Ali Khan, Assistant Professor (USB&AS) | - | Member |
| iii. Dr. Renu Tomar, AR (USL&LS) | - | Member |
| iv. Ms. Savita Gupta, AAO (COF Nominee) | - | Member |
| v. Sh. Gauravendra Dwivedi, Sr. T.A. (USB&AS) | - | Member |
| vi. Sh. Anil Sharma, T.A. (USCT) | - | Member |
| vii. Sh. Vishal Agnihotri, Lab Asst.-I (USB&AS) | - | Member |

Board 'B': Departments allocated- USCT, USMC, USMS and Centre for Human Values & Ethics

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|--|---|----------|
| i. Sh. Avtar Singh, Associate Professor (USAP) | - | Chairman |
| ii. Sh. Parijaat Mathur, Assistant Professor, (USI&CT) | - | Member |
| iii. Sh. Pushendra Kumar, AR (Personnel) | - | Member |
| iv. Ms. Savita Gupta, AAO (COF Nominee) | - | Member |
| v. Sh. Pooran Singh Yadav, Sr. T.A. (USEM) | - | Member |
| vi. Sh. Ashok Kumar, T.A. (USI&CT) | - | Member |
| vii. Sh. Arvind Mohan Badhani, Lab Asst.-I (USH&SS) | - | Member |

Board 'C': Departments allocated- USI&CT, UITS, USE & USH&SS

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|---|---|----------|
| i. Dr. Sanjay Dhingra, Associate Professor (USMS) | - | Chairman |
| ii. Dr. S. Sanjay Kumar, Assistant Professor (USMS) | - | Member |
| iii. Sh. Vijendra Singh, AR (Accounts) | - | Member |
| iv. Ms. Savita Gupta, AAO (COF Nominee) | - | Member |
| v. Ms. Snehlata, Sr. T.A. (USBT) | - | Member |
| vi. Sh. Subhash Chand, T.A. (USCT) | - | Member |
| vii. Sh. Mahesh Chand, Lab Asst.-I (USBT) | - | Member |

Board 'D': Departments allocated- USB&AS, USAP, University Centre for Disaster Management Studies, USL&LS

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|---|---|----------|
| i. Dr. (Ms.) Nimisha Sharma, Associate Professor (USBT) | - | Chairman |
| ii. Dr. Monika Gandhi, Assistant Professor (USBT) | - | Member |
| iii. Sh. Kuldeep Singh Dabas, AR (Purchases) | - | Member |
| iv. Ms. Savita Gupta, AAO (COF Nominee) | - | Member |
| v. Sh. Sachin Kumar Gupta, Sr. T.A. (UITS) | - | Member |
| vi. Sh. Dhananjay Pandey, T.A. (USCT) | - | Member |
| vii. Sh. Krishna Kumar Rajput, Lab Asst.-I (USEM) | - | Member |


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The said Boards shall carry-out the verification process with respect to four kinds/categories of assets viz., Machinery and Equipment (Major), Machinery and Equipment (Minor), Software and other Non-consumable items and record their observations, for each University School/Centre separately, as per pro-forma- 'A', 'B', 'C' & 'D' (enclosed herewith).

In this connection, the final report shall be submitted by the said Boards to the respective University School/Centre for further appropriate action at their end, with a copy to the Central Stores Department for records.

Deans/Directors of Schools/Centres will nominate Nodal Staff, who will accompany the Verification Board for verification of each and every Lab Equipments/Machinery/Softwares and other Non Consumable Items on the charge of their respective University School/Centre. The said Nodal Staff will also be responsible to update the relevant Stock Registers and will produce the Stock Registers before the Board(s) as and when required.

The Aforesaid Boards shall submit the report within 45 days.


((Prabhat Mishra)
Asth. Registrar (Stores)

Encl: As above (01 Page)

To
All the Members of the Boards.

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