



**INDRAPRASTHA COLLEGE FOR WOMEN**

University of Delhi,  
31, Sham Nath Marg, Delhi – 110054, India.  
Website: [www.ipcollege.ac.in](http://www.ipcollege.ac.in)  
Email: [ipc1924@gmail.com](mailto:ipc1924@gmail.com)  
Tel. : +91-11-23954085, 23962009  
FAX : +91-11-23962009

ipc/189/05

29 May 2015

Dear Colleagues,

Kindly note that the physical verification of stock of your department/ unit for the academic session 2014-2015 has to be undertaken and completed with the help of your lab/ support staff, with entries in the stock register. The report has to be submitted for certification to the Principal by 30 June 2015.

Also note please that all requisition for write-off of equipment/ articles has to be informed by that date after the stock taking, so that further steps for disposal/ procurement can be taken as per process.

Thank you.

With regards,

Dr. Babli Moitra Saraf  
Principal

Cc. TIC Computer Science  
Coordinator BMMMC  
TIC Psychology  
TIC Sports  
Coordinator Enabling Unit  
Librarian  
Wardens  
Senior Technical Assistant  
Caretaker

For information: Bursar  
A.O.