



INDRAPRASTHA COLLEGE FOR WOMEN

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IPC/313/05

29 May 2017

Dear Colleagues,

Kindly note that the physical verification of stock of your department/ unit for the academic session 2016-2017 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 2017.

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.