

**INDIAN INSTITUTE OF TECHNOLOGY  
HAUZ KHAS: NEW DELHI  
(Store Purchase Section)**

No. IITD/SP/SV/2012-13/ 527

Dated: 10.04.2012

**Subject: Physical Stock Verification for the year 2012-13.**

The following schedule of Physical Stock Verification for the year 2012-13 as mentioned against each Deptt./Centre/Section/Unit.

S. No.	Deptt./Centre/Section/Unit	Date	Name of Stock Verifier
1.	I.D.D.C.	16-04-12 to 15-06-12	Sh. S. P. Yadav
2.	Central Workshop	18-06-12 to 16-08-12	
3.	Textile Technology Department	17-08-12 to 31-10-12	
4.	Computer Science & Engineering	01-11-12 to 31-12-12	
5.	Central Store-II	01-01-13 to 15-02-13	
6.	Inventory Checking of Admn. Block (11 Sections/Units) [Refer Annexure - 'A']	16-02-13 to 31.03.13	
7.	Chemistry	16-04-12 to 30-06-12	Mrs. Anita Manchanda
8.	Civil Engineering Department	01-07-12 to 15-09-12	
9.	C.A.R.E.	16-09-12 to 15-11-12	
10.	C.P.S.E.	16-11-12 to 31-12-12	
11.	ITMMEC	01-01-13 to 15-02-13	
12.	Central Store-I	16-02-13 to 31-03-13	

Head of concerned Deptt./Centre/Officer In-charge of various activities and Investigator In-charge of various Research Schemes/Projects are requested to keep all postings up to date and to draw the final balance by due date, so that Stock Verification could be carried out quickly and smoothly.

  
**Kalyan Kumar Bhattacharjee**  
Assistant Registrar (Stores)

All concerned Head of Deptts/Centres/Coordinator/  
Investigator In charge/Research Schemes/Projects/Consultancies