Subject: Physical Stock Verification for the year 2013-14.

The following schedule of Physical Stock Verification for the year 2013-14 as mentioned against each Deptt/Centre/Section/Unit.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Deptt./Centre/Section/Unit</th>
<th>Date</th>
<th>Name of Stock Verifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chemical Engineering Deptt.</td>
<td>15-04-2013 to 30-06-2013</td>
<td>Sh. S. P. Yadav</td>
</tr>
<tr>
<td>2.</td>
<td>Applied Mechanics Deptt.</td>
<td>01-07-2013 to 15-09-2013</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Electrical Engineering Deptt.</td>
<td>16-09-2013 to 30-11-2013</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Faculty Guest House</td>
<td>01-12-2013 to 31-12-2013</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Main Guest House</td>
<td>01-01-2014 to 31-01-2014</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Sports Cell</td>
<td>01-02-2014 to 19-02-2014</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>NCC</td>
<td>20-02-2014 to 09-03-2014</td>
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</tr>
<tr>
<td>8.</td>
<td>R.C.A.</td>
<td>10-03-2014 to 31-03-2014</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Physics Department</td>
<td>15-04-2013 to 30-06-2013</td>
<td>Mrs. Anita Manchanda</td>
</tr>
<tr>
<td>10.</td>
<td>Mechanical Engineering Deptt.</td>
<td>01-07-2013 to 15-09-2013</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>C.R.D.T.</td>
<td>16-09-2013 to 31-10-2013</td>
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</tr>
<tr>
<td>12.</td>
<td>Central Library</td>
<td>01-11-2013 to 15-12-2013</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Admin. Block (12 Sections/Units)</td>
<td>16-12-2013 to 15-02-2014</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>School of Information Technology</td>
<td>16-03-2014 to 31-03-2014</td>
<td></td>
</tr>
</tbody>
</table>

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

Kalyan Kumar Bhattacharjee
Deputy Registrar (Stores)
## Annexure-A

### List of Section/Units of Physical Stock Verification for the year 2013-14

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Deptt./Centre/Section/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>R &amp; I</td>
</tr>
<tr>
<td>2.</td>
<td>GATE Office</td>
</tr>
<tr>
<td>3.</td>
<td>JEE Office</td>
</tr>
<tr>
<td>4.</td>
<td>Care Taker Unit</td>
</tr>
<tr>
<td>5.</td>
<td>Student Affair Section</td>
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<tr>
<td>6.</td>
<td>IRD Accounts</td>
</tr>
<tr>
<td>7.</td>
<td>IRD Unit</td>
</tr>
<tr>
<td>8.</td>
<td>O &amp; M</td>
</tr>
<tr>
<td>9.</td>
<td>Works Section</td>
</tr>
<tr>
<td>10.</td>
<td>Training &amp; Placement</td>
</tr>
<tr>
<td>11.</td>
<td>A.C.S.S.</td>
</tr>
<tr>
<td>12.</td>
<td>S.P. Section</td>
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