



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]  
Dr Ambedkar Administrative Building, Near OP Thana, Motihari - 845 401, District - East Champaran, Bihar

F. No. 2-1/MGCUB/GA/2016

Dated: 5<sup>th</sup> June 2024

## OFFICE ORDER

- It is hereby notified for information to all concerned that for Physical Stock Verification of all Consumable and Non-Consumable assets/items available in (i) the Office-cum-Residence of Hon'ble Vice-Chancellor; and (ii) Dr Ambedkar Administrative Building of the University, the Competent Authority has been pleased to constitute the **Stock Verification Committees** comprising the following officials:
  - Stock Verification Committee for Office-cum-Residence of Hon'ble Vice-Chancellor**
    - Dr Neelabh Srivastava**, Department of Physics --- **Chairman**
    - Dr Govind Prasad Verma**, Department of Hindi --- **Member**
    - Dr Pathloth Omkar**, Department of Educational Studies --- **Member**
    - Shri Koustubh Shanker Pandey**, Junior Engineer (Civil) --- **Member**
  - Stock Verification Committee for Dr Ambedkar Administrative Building**
    - Prof. Rafique Ul Islam**, Department of Chemistry --- **Chairman**
    - Dr Shyam Nandan**, Department of Hindi --- **Member**
    - Dr Manisha Rani**, Department of Educational Studies --- **Member**
    - Shri Kaushlesh Kumar Singh**, Assistant Engineer (Civil) --- **Member**
- The above committees shall physically verify all Consumable and Non-Consumable assets/items available in the respective offices/buildings with reference to the Stock Register/data available with Finance Section/ Procurement Cell as per Govt. of India norms, right from the inception of the University. The Stock Verification Committee may also ensure that the Stock Registers are being maintained as per Govt. of India norms.
- All concerned officials of the aforesaid offices/buildings must share data and let the committee verify the assets.
- The aforesaid committees shall prepare its detailed report of consumables and non-consumables items separately and submit the same to the office of the undersigned by **15<sup>th</sup> July 2024**.
- This issues with the approval of the Competent Authority of the University.



**[SACHCHIDA NAND SINGH]**  
OSD (Administration)

Copy of the above forwarded to the following for information and necessary action please:

- Individuals Concerned
- The OSD Finance/Controller of Examinations/Proctor/ Procurement Officer, MGCU
- Incharge, University Website, MGCU - with the request to upload the same on the University website
- OSD to the Vice-Chancellor, MGCU- for kind information of the Hon'ble Vice-Chancellor please.

**[DINESH HOODA]**  
Section Officer