

MAHARAJA AGRASEN TECHNICAL EDUCATION SOCIETY
PSP Area, Sector-22, Rohini, Delhi-110086

Ref : MATES/Misc

Dated 04.03.2021

NOTICE

All the Heads of the Departments are directed to maintain Stock Register of all the items which are available in the department i.e. at Laboratory/Class Rooms etc.

This requirement is mandatory to maintain the record in respective HEAD of Account.

All are directed to comply with it and also inform whenever there are surplus goods and goods not in working condition, at the earliest.


4.3.21
(Anand Gupta)
Co-Treasurer, MATES

c.c. for information to :

1. Director, MAIT
2. Director, MAIMS
3. Dean (Academics)
4. All HODs
5. Registrar Office
6. Accounts
7. Maintenance Dept.
8. Hostel/Mess
9. Sports In-charge