



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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[University IT Services Cell]

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Ref.: GGSIPU/ITS/Circular/2019-20/ 13/
June 14, 2019

CIRCULAR

REMINDER-I


This is with reference to our earlier circulars regarding AMC of University **Computers**, **Printers** and **Scanners**.

All Deans /Directors/ Branch Heads are once again requested to kindly send updated list of University **Computers**, **Printers** & **Scanners** which are in working condition and worth to kept in upcoming AMC in the following format to UITS (DWS-412) latest by 20/06/2019. Please also send softcopy on uits@ipu.ac.in

SN	Item Name	Block & Room No.	Name of User	Make / Company	Model No.	Serial No.	Remarks (if any)
1	Computer/Printer/Scanner						

It has come to the notice that the University has initiated the process of condemnation of Desktop Computers, Printers, Scanners, UPS etc. through Central Store Branch. The Computers/Printers/Scanners which are very old and not in working condition and even non-repairable, condemned and not worth to kept in upcoming AMC, please do not add those equipments in current AMC list.

Therefore, it is once again requested that updated list of University **Computers**, **Printers** and **Scanners** for AMC may kindly be send as early as possible latest by **Thursday, June 20, 2019** so that the process of AMC may be initiated in timely manner.


14-6-2019
(Dr. V.P. Vishwakarma)
Head, UITS

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June 14, 2019

Distributions:

- All Deans/Directors/COE/COF/Librarian/SE,UWD/JR / DR/ Branch Heads
- AR to Hon'ble Vice Chancellor
- SO to Pro Vice Chancellor
- AR to Registrar
- In-charge, Server –with a request to upload on University website.
- Guard file


14/6/19
(Naveen Bhardwaj)
Section Officer