



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

[University IT Services Cell]

[Email: [uits@ipu.ac.in](mailto:uits@ipu.ac.in)] 25302746]

Ref.: GGSIPU/UITs/Circular/2019-20/117  
May 22, 2019



## CIRCULAR

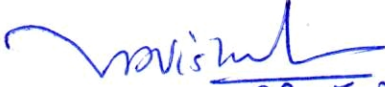
It is to inform that Annual Maintenance Contract (AMC) of University Printers & Scanners installed in various USS/Deptt. is going to be expired in August 2019.

All Deans/Directors/Branch Heads are requested to kindly forward the updated list of Printers & Scanners which are in working condition and would like to add in upcoming AMC in the following format to UITs (DWS-412) **latest by 31/05/2019**. Also please send the softcopy on [uits@ipu.ac.in](mailto:uits@ipu.ac.in)

SN	Block/ Room No.	Name of User	Make / Company	Model No.	Serial No.	Purchase Date/Year	Working condition	Remarks (if any)

The University has already started the process for condemnation of Computers, Printers, UPS etc. through Central Store Branch. The printers/scanners which are very old and not in working condition / non repairable, and do not want to add in upcoming AMC, please do not add those printers and scanners in AMC list.

Therefore, please send the updated list latest by 31/5/2019 so that the process of AMC of University Printers and Scanners may be initiated in timely manner.

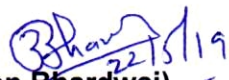
  
22-5-2019  
(Dr. V.P. Vishwakarma)  
Head, UITs

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### 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

  
22/5/19  
(Naveen Bhardwaj)  
Section Officer