CIRCULAR

University IT Service Cell (UITS) has been requesting all USS and University Departments to provide the details of working **Computers, Printers & Scanners.** Some of the University School/ Departments have provided the requested information which is incomplete with context to Sr. Nos. of CPU, RAM, HDD etc. Therefore, UITS has created a link i.e., http://ipu.ac.in/uits/productinfo.html so that UITS may prepare the final data of (i) working Computers, Printers & Scanners for the purpose of floating e-tender for award of Annual Maintenance Contract and (ii) non working Computers, Printers & Scanners for forwarding to condemnation committee for condemnation.

It is requested that submission of data for above requested information be made before 30th September 2019 through official e-mail IDs *(issued from the O/o UITS)* of the Dean/ Head of the department of the concerned school/ department only.

It may kindly be noted that any Computer/ Printer/ Scanner left unmentioned in the supplied information shall not be included in the renewed Annual Maintenance Contract (AMC). Therefore, all Dean/ Branch Head are requested to please ensure supply of complete and correct information.

For any clarification(s) please contact Room No. DWS-412 or 011-25302745 or 011-25302746 during working hours.

(Pankaj Aggarwal)
Dy. Registrar (GA)/
Addl. Chrg. - Head, UITS

Ref.: GGSIPU/UITS/Circular/2019-20/   **September 24, 2019**
Copy to :
i)   All Deans/Directors/COE/COF/Librarian/SE,UWD/JR / DR/ Branch Heads
ii)   AR to Hon'ble Vice Chancellor
iii)   SO to Pro Vice Chancellor
iv)   AR to Registrar
v)   Head- UITS–with a request to upload on University website.
vi)   Guard file

(Jitesh Kumar Mehra)
Section Officer (UITS)