



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**Sector-16 C, Dwarka, Delhi – 110078**  
**(General Administration Branch)**

F. No. GGSIPU/GA/Photocopier/Rental/2020/63

Dated: 13<sup>th</sup> October, 2021

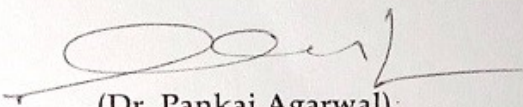
**Notice**

It has been observed that photocopier machines provided to various schools/deptt./branches on rental basis are not being used with full capacity. Even free copies, for which a fixed rental is paid to the vendor, couldn't be utilized in most of the cases.

Besides, some instance have also been reported to this office that few of the branches are denying to the officials of other branches of the University to get the photocopies of any kind of office work from the photocopier machine installed in their branch.

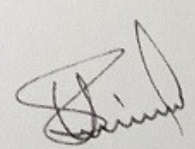
As a result, on one hand the office work of some branches are suffering whereas on other hand University has to bear financial loss due to under utilization of photocopier machines by some branches.

In order to avoid such situations and for smooth functioning of the various branch work of the University, all the branch heads are earnestly requested not to deny to the officials of other branches for utilizing photocopier machines installed in your office to do photocopy of any kind of official work so that optimum utilization of rental photocopiers be ensured by way of sharing since rental cost of photocopier machine is inclusive of all operational cost except paper, electricity and work place.

  
(Dr. Pankaj Agarwal)  
Dy. Registrar (GA)

**Copy for Necessary Action/Information to:-**

1. All Deans & Directors:- for necessary action, please
2. Proctor:- for necessary action, please
3. Chief Warden:- for necessary action, please
4. All HODs/Branch In-Charge/All Wardens
5. Controller of Examination:- for necessary action, please
6. Controller of Finance:- for necessary action, please
7. Librarian:- for necessary action, please
8. AR to Hon'ble Vice Chancellor:- for information, please
9. AR to Registrar for information, please
10. In-charge- UITS- with a request to upload a copy of the notice on the University website.
11. Guard file

  
(Vijendra Singh)  
Asstt. Registrar (GA)