

**University IT Services Cell**

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Ref: GGSIPU/UITs/.....468.....

Date: 24/05/2023

**CIRCULAR**

In continuation of earlier circular GGSIPU/UITs/359, dated: 21-03-2023 the all Deans / Directors / Branch heads are requested to kindly provide the details of all working and non-working Computers & IT peripherals including Printers, UPS etc.

Some of the Department and USS still not provided the same as yet.

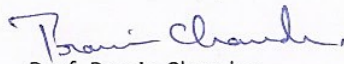
As per direction of competent authority, all Deans / Directors / Branch heads are also requested to provide details of new requirements of Computer System, Printers and UPS with specification.

Therefore, all Deans / Directors / Branch heads are requested to kindly provide details in the following format by June 5, 2023.

The nodal officer shall keep ready documents related to working and non-working of computer systems and new requirements of computer system, Printers and UPS with justification in their own schools / departments. Further, the IT related requests of concerned School / branch should be maintained by Nodal Officer.


**Name of Schools / Department:.....**

SN.	Computer (Working/Non working)	Printer (Working/Non working)	UPS (Working/Non working)	Any New Requirements of IT peripherals with specification	Remarks

  
Prof. Pravin Chandra  
(Incharge, UITs)

Copy for information & compliance of circular to:-

1. All Deans, Directors and Branch Heads, GGS Indraprastha University
2. AR to Vice Chancellor - For Kind Information to the Hon'ble Vice Chancellor
3. AR to Registrar - For Kind Information to worthy Registrar
4. UITs – To upload on University
5. Guard File

  
Pushpendra K. Mishra  
(System Administrator, UITs)