



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078



**University IT Services Cell**

[Room No. D-412, Phone: 011-25302746, Email: [uits@ipu.ac.in](mailto:uits@ipu.ac.in)]

Ref: GGSIPU/UITs/...332...

Date: 06/03/23

**REMINDER 1 - CIRCULAR**

The University is in the process of condemnation of unserviceable Computers & IT peripheral including Printers, UPS etc. The committee will visit in all departments / branches to verify of the working and non-working Computers & IT peripherals including Printers, UPS etc. The schedule of visits shall be notified later on.

Therefore, all Deans / Directors / Branch heads are requested to kindly depute the nodal officer with the level of Assistant Professor / Section Officer (min.level). The nodal officer shall keep ready documents related to working and non-working of systems in their own schools / departments. Further, the IT related requests of concerned School / branch should be maintained by Nodal Officer.

The name of Nodal Officer may be provided Latest by **March 13, 2023** in following format:

Name of Schools / Department:.....

Name of Nodal Officer	Designation	Mobile Number	Email Id ( @ipu.ac.in )

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)