



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
KASHMERE GATE, DELHI-110006

F.No.GGSIPU/2008/

Dated:

**OFFICE ORDER**

A large number of requests are being received from various branches / University Schools for procurement of computers and related equipments. In most of the cases, proper justification for the additional requirement is not given. Not only this, the proposals are not linked with the existing strength of the similar equipments already available in the said branch or the school. So, it becomes very difficult at administrative level to examine and take a decision for the procurement of the additional requirement. It is, therefore, suggested that in each proposal for the procurement of computer related infrastructure, the following procedure should invariably be followed: -

- (i) Information regarding existing computer related infrastructure (hardware as well as software) with all the relevant details should be placed on the file. The format for providing details of hardware and software items is given at annexure-I and annexure-II, respectively.
- (ii) Justification for the additional requirements should be clearly mentioned. It should be specified whether the requirement is because of extra workload, additional manpower, or replacement of the existing infrastructure etc.
- (iii) Wherever the financial implications are likely to be more than Rs. two lacs, the proposal should be justified by a Committee of Experts as already circulated and the Committee should have at least two outside experts of the level of professors duly approved by the Hon'ble Vice Chancellor.

The Chairman, IT Infrastructure Committee will examine the proposals in the light of the above guidelines.

**Registrar**

**Annexure -I**

**Format for specifying existing Hardware items**

**Name of the Lab/ Administrative Department:**

<b>Sr. No</b>	<b>Name of the Equipment</b>	<b>Model No.&amp; Make</b>	<b>Serial No. &amp; Date of Purchase</b>	<b>Name of the User</b>	<b>Brief Specification</b>	<b>Date of Updation, if any</b>
1.						
2.						
3.						
4.						
5.						
6						

**Annexure -II**

**Format for specifying existing Software**

**Name of the Lab/ Administrative Department:**

<b>Sr. No</b>	<b>Name of the Software</b>	<b>Version</b>	<b>No. of user licenses</b>	<b>Name of the User</b>	<b>Brief Specification</b>
1.					
2.					
3.					
4.					
5.					
6					