



FINAL REMINDER

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

[University IT Services Cell]

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Ref.: GGSIPU/UITs/Circular/2015/ **151 C**
August 4, 2015

CIRCULAR

This is with reference to our earlier Circular regarding Annual Maintenance Contract (AMC) of University Printers which is going to be expired in October 2015. The University is intends to take all University **Printers and Scanners Unit** under Annual Maintenance Contract.

All concerned are once again requested to kindly forward the updated list (if not send) in the following format on urgent basis **before AUGUST 10, 2015**. Also please fill the desired information online through link **<http://ipu.ac.in/uits/amc.htm>**

SN	School/ Deptt.	Block/ Room No.	Name of User	Make / Company	Model No.	Serial No.	Purchase Date/ Year*	Working condition	Remarks (if any)

It is pertinent to mention that any printer/scanner which is not mentioned in your verified list, shall not be included in the AMC. Therefore, it is requested that please send the updated list in time so that the process of AMC may be initiated by UITs.


(Dr. V.P. Vishwakarma)
Head, UITs

Distributions:

- All Deans/Directors/COE/COF/Librarian/SE,UWD/JR / DR/ Branch Heads
- AR to Hon'ble Vice Chancellor
- SO to Pro Vice Chancellor
- AR to Registrar
- PRO
- In-charge, Server –with a request to upload on University website.
- Guard file

*If no information, may be asked from Store Branch