



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

University IT Services [UITS]

Ref: GGSIPU/UITS/Circular/
2015/199
Dated: 31/08/15

This is with reference to our earlier circulars dated 17/07/15 & 04/08/15 regarding AMC of University Printers/Scanners. The following departments have not submitted the desired details so far:

1.	Vice Chancellor Secretariat	11.	Library
2.	Registrar Office	12.	Boys Hostel
3.	USICT	13.	Academics (Admission)
4.	USET	14.	Personnel
5.	USMC	15.	Coordination
6.	USAP	16.	Affiliation
7.	Directorate of Students Welfare	17.	General Administration
8.	Academic Affairs	18.	USLLS
9.	Directorate of Development	19.	USMPMHS
10.	Accounts	20.	Health Care Center

The concerned departments are once again requested to kindly send the details of Printers/Scanners in the following format **by today itself**.

SNO	School/ Deptt	Block/ Room no	Name of User	Make/ Company	Model No.	Serial No.	Purchase Date/ Year	Working Condition	Remarks (if any)

Cc:-

- 1) All Concerned Departments
- 2) AR to Hon'ble VC
- 3) SO to ProVC
- 4) AR to Registrar
- 5) PRO
- 6) Incharge Server - with a request to upload on University website.

31/8/15
Dr. V.P. Vishwakarma
Head, UITS