



**REMINDER-I**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI-110 078**  
**[Purchase Branch]**

F.13.2 (3)/IPU/PUR/Computer (USS& Deptt.) /2017-18/195

Dated 12.06.2019

**CIRCULAR**

Kindly refer to University circular of even no. dated 03.05.2019, vide which it was requested to re-assess the requirements for purchase of Desktop Computer(s) and submit the same to the Purchase Branch on or before 20.05.2019 alongwith proper justification.

The Purchase Branch is in the process of compilation of the requests received from the University Schools/ Deptts. However, it has been observed that some of the University Schools/ Deptts. have not submitted their requirements for replacement/ purchase of new computers. It is, therefore, requested that all the concerned who have not submitted their above referred requirements, are requested to kindly submit the same, through Central Stores Deptt. enclosing the non-repairable reports from UITS Cell (in case of non-repairable) duly endorsed by the concerned Head of the Deptt. **latest by 28<sup>th</sup> June, 2019**, so that their demand may be included in the proposal.

Those departments/schools which have already submitted their above requirement(s), are requested to kindly ignore this circular.

*Abha*  
*12/6/19*

(Dr. Abha Vermani  
Dy. Registrar (Purchase)  
Dated 12.06.2019

F.13.2 (3)/IPU/PUR/Computer (USS& Deptt.) /2017-18/195

Copy for information and necessary action:

1. All Dean & Directors, GGSIP University.
2. Controller of Finance, GGSIP University.
3. Controller of Examinations, GGSIP University.
4. Librarian (In-charge), GGSIP University..
5. Proctor, GGSIP University.
6. Chief Warden, GGSIP University.
7. Executive Engineer, UWD, GGSIP University.
8. All Branch-in-charge/ Joint Registrars/ Dy. Registrars/ PRO/Finance Officers/ Medical Officers, GGSIP University.
9. Dy. Registrar (Central Stores) with the request to forward the request(s) of the users for purchase of computer(s) to Purchase Branch alongwith the relevant details of year of manufacturing /stock entry /issue date to user(s), etc.
10. Asstt. Registrar, Vice Chancellor's Secretariat, GGSIP University.
11. Section Officer, O/o the Pro Vice Chancellor, GGSIP University.
12. AR to the Registrar for kind information of the Registrar, GGSIP University.
13. Head, UITS Cell, with a request to upload the same on the University website.
14. Office copy.

*For upload*  
*12/06/19*

*TA, UITS*

(Pushpendra Kumar)  
Asstt. Registrar (Purchase)