



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

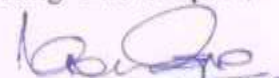
F.13.2 (3)/IPU/PUR/Computer (USS& Deptt.) /2017-18/346

Dated 11.10.2019

CIRCULAR

In pursuance of the orders of the Competent Authority, all the concerned are requested to submit their requirement(s) for purchase of **Photocopier, Scanner & Printers** and submit the same to the Purchase Branch on or before **31st October, 2019 (Monday)** alongwith proper justification, so as to enable the Purchase Branch to consolidate the same and examine as per rules to initiate the process for purchase of **Photocopier, Scanner & Printers** and put the same for perusal, consideration and approval of the Competent Authority.

The referred requirement(s) be submitted through Central Stores Department for replacement of existing **Photocopier, Scanner & Printers** with purchase of new one / requirement of new, enclosing condemnation report /non-repairable report (in case of non-repairable) and proper justification duly endorsement by the concerned Head of the Department. The concerned University Schools/ Departments/ Centres / Cell/ Users, who have earlier submitted their requirement(s), are also requested to submit their afresh requirement(s) for replacement of existing **Photocopier, Scanner & Printers** / purchase of **new Photocopier, Scanner & Printers**.


(Dr. Vijay Kumar)

Dy. Registrar (Purchase)

F.13.2 (3)/IPU/PUR/Computer (USS& Deptt.) /2017-18/346

Dated 11.10.2019

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. Suptd. 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. AR to the Registrar for kind information of the Registrar, GGSIP University.
12. Head, UITS Cell, with a request to upload the same on the University website.
13. Office copy.


(Amit Thakur)

Asstt. Registrar (Purchase)