




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

F.13.3 (1)/IPU/PUR/Misc./2020-2021/25

Dated 17.07.2020

**CIRCULAR**

All the Dean/ Directors/ Branch Heads are requested to discuss the issues related to their pending purchases in respect of Lab Equipment/ Furniture / Teaching aids /Computer / Printers/ Air Conditioners, etc. with the undersigned in the next week i.e. 20.07.2020 to 24.07.2020 alongwith the photocopy of the requisition submitted and details of quantity item-wise issued/available with them. The date and time may be fixed on mutual consent. It will facilitate to speed-up the work.

  
(Dr. Pankaj Agarwal)  
Dy. Registrar (Purchase)  
Dated 17.07.2020

F.13.3 (1)/IPU/PUR/Misc./2020-2021/ 25

Copy for information and necessary action:

1. All Deans & 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. Supdt. Engineer, UWD, GGSIP University.
8. CVO, GGSIP University
9. All Branch-in-charge/ Joint Registrars/ Dy. Registrars/ PRO/Finance Officers/ Medical Officer, GGSIP University.
10. AR to Hon'ble Vice Chancellor for kind information of Hon'ble Vice Chancellor.
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.