



**GURU GOBIND SINGH  
INDRAPRASTHA UNIVERSITY**  
DWARKA, DELHI - 110 075

**PURCHASE BRANCH**


**GGSIPU/PUR/BUDGET/2012-13/1189**

**Dated: 18.12.2012**

**Sub: Revised Budget for the year 2012-13 and Budget Estimate for the year 2013-14**

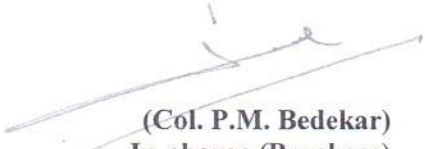
It has been desired by the competent authority that procurement process of all non-consumable items are to be centrally procured by the Purchase Branch of the University. Therefore, all Schools / Branches / Departments of the University are requested to place their requirement of non-consumable items i.e. purchase of Lab equipments, furniture & fixtures, office equipments, computers and software and peripherals, etc. for the remaining period of current financial year i.e. 2012-13 and for the next financial year i.e. 2013-14 separately to Purchase Branch. No other non-consumable items which are not projected by the respective Schools / Branches / Departments will be processed for procurement.

All Schools / Branches / Departments are requested to place their requirements of non-consumable items alongwith the estimated value to the Purchase Department latest by 26<sup>th</sup> December, 2012 in the enclosed proforma.

  
**(Col. P.M. Bedekar)**  
**In-charge (Purchase)**

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/USHSS/USMC/USE/USET/USAP/USMPMHS)
2. All Directors, GGSIPU
3. Chief Warden, GGSIPU
4. Controller of Examinations, GGSIPU
5. Controller of Finance, GGSIPU
6. Librarian, GGSIPU
7. Chairman, UCITIM
8. Superintendent Engineer (UWD), GGSIPU
9. All HODs / Branch Heads
10. Warden (Boys Hostel / Girls Hostel)
11. Joint Registrar (Acad-I/Acad-II/Coordination)
12. Deputy Registrar (GA/Plg. & Policy/Affiliation/SDC/Public Relation)
13. In-charge (Personnel)
14. Asstt. Registrar (Estate & Security/Store)
15. PRO, GGSIPU
16. OSD to Hon'ble Vice Chancellor
17. P.S. to Registrar
18. In-charge (Server Room) for uploading on the University Website
19. Guard File

  
**(Col. P.M. Bedekar)**  
**In-charge (Purchase)**

## DEPARTMENT WISE EXPENDITURE

Name of the Department / School: \_\_\_\_\_

Sr. No.	Item	Description	Estimated Value	Grand Total
1	EQUIPMENTS			
				Sub-Total
2	PURCHASE OF VEHICLES			
				Sub Total
3	FURNITURE & FIXTURES			
				Sub Total
4	OFFICE EQUIPMENTS			
				Sub Total
5	COMPUTERS			
				Sub Total
6	SOFTWARE & OTHER PERIPHERALS			
				Sub Total
7	ANY OTHER EXPENSES			
				Sub Total
				Grand Total

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