



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI-110 075
PURCHASE BRANCH

GGSIPO/Purchase/2013/731

Dated: 23.08.2013

CIRCULAR

The Purchase Branch of the University has procured various items in view the forthcoming NAAC visit scheduled from 26th – 29th August 2013. All the Deans/HODs/Branch In-charges of the various Schools/Depts. are requested to depute one person from their Schools/Depts. to receive the ACs and other items from the Central Store and get the same installed in the desired places. The keys of the required rooms/places may please be made available to the deputed person. The work of installation will start from today itself, i.e. 23.08.2013 and also be done in the coming weekend i.e. on 24th and 25th August 2013.

The Purchase Branch will remain functional on 24th and 25th August 2013 to coordinate with the various Schools/Depts. if required by them. In-charge, Central Store is also requested to depute a person to receive the items in coordination with Purchase Branch.

Your kind cooperation is solicited to get the work done before the commencement of NAAC visit.

Abha
23/08/13

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

Copy to:

1. All Deans/HODs, USS
2. All Directors
3. Controller of Examinations (Planning and Operations)
4. Controller of Finance
5. Librarian
6. SE, UWD
7. All JRs/DRs/ARs/Branch In-charges
8. Chairman, UCITIM with a request to upload the same on the University website
9. AR (VC, Sectt.) for kind information of Hon'ble Vice Chancellor
10. AR to Registrar for kind information of the Registrar
11. Office copy