



Guru Gobind Singh Indraprastha University

Sector- 16C, Dwarka, Delhi-110075 Website: www.ipu.ac.in

PURCHASE BRANCH

F.13.2 (3)/IPU/PUR/Computer (USS/Deptt.)/2017-18/153

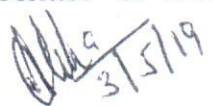
Dated : 03rd May, 2019

CIRCULAR

In pursuance of the orders of the Competent Authority, all the concerned are requested to kindly re-assess their requirement(s) for purchase of 'Desktop Computers' and submit the same to the Purchase Branch on or before 20th May, 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 desktop computers 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 computer(s) with purchase of new one/ requirement of new computer(s), enclosing the non-repairable report from UITS Cell (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 computer(s)/purchase of new computer(s)/

This issues with the approval of the Competent Authority.


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

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) 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 requests(s) of the users for purchase of computer(s) to the 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) A.R. 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.

(Pushpendra Kumar)
Asstt. Registrar (Purchase)

For upload
31/5/19