

# Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

(General Administration Branch)

GGSIU/ GA/ AC/2014-15/ 659

Dated 2/04/19

## CIRCULAR

**Subject: Servicing of Air conditioners (Split / Window) - regarding**

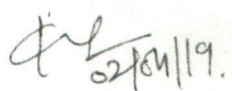
GA Branch is receiving the requests for the servicing of Air Conditioners (Split / Window) which are not in the list of CAMC, because they may be purchased and installed in last year and may be under warranty period.

If, it is under the warranty period, then the School / Branch are requested to lodge the complaint of such Air conditioners (Split / Window) directly in the company.

If, the warranty period is expired, these ACs are required to be repaired by University Vendor, then please send a request to the Registrar along with following documents to include your Air conditioners (Split / Window) in the AMC :-

1. Details of Make & Modal
2. Serial No. on Air conditioners -Window
3. Serial No. on Air conditioners, if Split type, then on Outdoor & Indoor Separately
4. Copy of Bill, Installation report & Warranty

The request may be sent through proper channel.

  
(Kamal Kishor)  
Section Officer (GA)

Copy for information to :-

1. All Dean and Directors
2. All Branch Head and In-charge
3. Head, UITS – with a request to upload this circular on the university website.
4. AR to Hon'ble Vice Chancellor
5. SO to Pro- Vice Chancellor
6. AR to Registrar
7. PS to COF

For upload  
03-04-19

TA, UITS