



**Guru Gobind Singh Indraprastha University**  
(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078



**University IT Services Cell**

[Room No. D-412, Phone: 011-25302746, Email: [uits@ipu.ac.in](mailto:uits@ipu.ac.in) ]

Ref: GGSIPU/UITs/.....852

Date:.....02/05/24

**CIRCULAR**

The details of requirements of Computers & Printers received at UITs Office is enclosed herewith for your kind reference.

The nodal officer shall keep ready documents related to working and non-working of systems and new requirement with justification in their own schools / departments. Further, the IT related requests of concerned School / branch should be maintained by Nodal Officer.

As directed, all branch heads / Deans of department and USS, are requested to provide details of new requirement of Computer and Printers (if any) with proper justification in following format by **May 8, 2024**:

**Name of Schools / Department:** .....

S.No.	Computer (Working / Non-Working)	Printer (Working / Non-Working)	Any new requirement with Specification	Remarks

*Pushendra K. Mishra*  
02/05/24

Pushendra K. Mishra  
(System Administrator, UITs)

Copy for information & compliance of circular to:-

1. All Deans, Directors and Branch Heads, GGS Indraprastha University
2. AR to Vice Chancellor - For Kind Information to the Hon'ble Vice Chancellor
3. AR to Registrar - For Kind Information to worthy Registrar
4. UITs – To upload on University
5. Guard File

### Requirements received at UITS

SN.	Branch	Computer	Printer
1	CCGPC	04	--
2	Security & Sanitation	02	01
3	Legal & RTI	03	02
4	DSW	06	02
5	Proctor/USGRC/ICC	01	--
6	Finance & Accounts	27	--
7	Examination	31	--
8	Library	60	--
9	Aravali Boys Hostel	01	--
10	SDC (Software Development Cell)	10	2
11	USICT	30	
12	USFIS (School of Fire & Industrial safety)	01	01
13	Central Store		01
14	Pension Cell		01
15	RDC (Research & Development Cell)		02
16	USE	60	10
17	USLA ( University School of Liberal Arts)	6	3
18	USEM	03	
19	CEPS		2
20	USHSS		2
21	USBAS	03	
22	USMS	43	3
23	USICT	30	40
24	Examination	35	--
25	UITS	10	--
26	Admissions	15	--
27	VC Secretariate (Reception)	01	01