

## Guru Gobind Singh Indraprastha University Dwarka, New Delhi – 110078

(Public Relations Department)

F. No. IPU/PRO/2023/17-95

Dated:20/12/2023

## CIRCULAR

Subject: Approved printing agency for designing & printing of letter heads, envelopes & visiting cards of the University

The University has empanelled printing agency M/s Pearl Print Services Pvt. Ltd. for designing & printing of letter heads, envelopes & visiting cards of the University for one year on following rate contract:-

Rates

Letter head – Rs 5.0

Envelope – Rs 3.20

Visiting card – Rs 1.50(single side) & Rs 2.00 (both sides)

This issues with the approval of the competent authority.

(Dr. Tanu Dang) In-Charge(Media & PR)

Copy to the following for kind information:-

- 1. All Deans of University Schools of Studies
- 2. Controller of Examination
- 3. Controller of Finance
- 4. All Directors
- 5. Librarian
- 6. Chief Warden
- 7. Proctor
- 8. Advisor, UWD
- 9. Head, UITS with a request to upload the same on University website
- 10. All branch Heads/Joint Registrars/Deputy Registrars
- 11. Hostel Wardens
- 12. AR to VC for kind information of Hon'ble Vice chancellor
- 13. M/s Pearl print Services Pvt. Ltd.
- 14. Office Copy

(Nalini Ranjan) PRO