



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
[Central Stores Department]

No.GGSIPU/Store/2024-25/189


Dated: 25.10.2024

ADVANCE REQUISITION OF DEMAND FOR THE YEAR 2024-25

A4 SIZE REAMS


1. This is with reference to procurement of A4 Size Reams by the Purchase Branch for all entities of the University as per directions of the Competent Authority .
2. It is requested that in order to streamline the demand / purchase procedure , advance intimation of requirement for 12 months i.e form Jan 2025 to Dec 2025 based on consumption pattern be mentioned as per format given below.
3. The required forecast be forwarded to UCS Branch by 05 November 2024. The same hard / soft copy can also be forwarded on UCS email- Central.stores@ipu.ac.in

S.No	Name of the Department / Branch /Office	No of A4 Size Reams required from Jan to Jun 2025	No of A4 Size Reams required for July to Dec 2025	Grant Total for the Year	Name ,Designation & Sign of Indenter


(Yogesh Bhatti)
Incharge UCS

Copy to:-

1. All HODS, Dean Directors and Branch Incharges.
2. AR to Registrar for Kind information of worthy Registrar.
3. DR(Purchase) for Kind Information.
4. Incharge , UITS to Kindly upload on the University's website under University Central Stores Sublink.


(Raja Ram)
Section Officer