FINAL REMINDER

GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY
DWARKA, DELHI – 110 075

PURCHASE BRANCH

GGSIPU/PUR/BUDGET/2012-13/246


Sub: Revised Budget for the year 2012-13 and Budget Estimate for the year 2013-14

This is in continuation of this office letter No. GGSIPU/PUR/BUDGET/2012-13/1189
dated 18.12.12 vide which all Schools / Branches / Departments of the University were
requested to place their requirement of non-consumable items i.e. purchase of Lab equipments,
furniture & fixtures, office equipments, computers and software and peripherals, etc. for the
remaining period of current financial year i.e. 2012-13 and for the next financial year i.e. 2013-
14 separately to Purchase Branch. It was also informed that no other non-consumable items
which are not projected by the respective Schools / Branches / Departments will be processed
for procurement.

Till date no such information from your School / Branch / Department has been
received in the Purchase Branch. Therefore, all Schools / Branches / Departments of the
University are once again requested to place their requirements of non-consumable items
alongwith the estimated value to the Purchase Department latest by 4th January, 2013 in the
enclosed proforma.

Signed by:
(Col. P.M. Bedekar)
In-charge (Purchase)

Copy to:-

1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/ USHSS/USMC/USE/USET/USA/USMPMHS)
2. All Directors, GGSIPU
3. Chief Warden, GGSIPU
4. Controller of Examinations, GGSIPU
5. Controller of Finance, GGSIPU
6. Librarian, GGSIPU
7. Chairman, UCITIM
8. Superintendent Engineer (UWD), GGSIPU
9. All HODs / Branch Heads
10. Warden (Boys Hostel / Girls Hostel)
11. Joint Registrar (Acad-I/Acad-II/Coordination)
12. Deputy Registrar (GA/Plg. & Policy/Affiliation/SDC/Public Relation)
13. In-charge (Personnel)
15. PRO, GGSIPU
16. OSD to Hon’ble Vice Chancellor
17. P.S. to Registrar
18. In-charge (Server Room) for uploading on the University Website
19. Guard File

Signed by:
(Col. P.M. Bedekar)
In-charge (Purchase)
# DEPARTMENT WISE EXPENDITURE

Name of the Department / School: 

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item</th>
<th>Description</th>
<th>Estimated Value</th>
<th>Grand Total</th>
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<td>1</td>
<td>EQUIPMENTS</td>
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<td></td>
<td>Sub-Total</td>
</tr>
<tr>
<td>2</td>
<td>PURCHASE OF VEHICLES</td>
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<td></td>
<td>Sub Total</td>
</tr>
<tr>
<td>3</td>
<td>FURNITURE &amp; FIXTURES</td>
<td></td>
<td></td>
<td>Sub Total</td>
</tr>
<tr>
<td>4</td>
<td>OFFICE EQUIPMENTS</td>
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<td>Sub Total</td>
</tr>
<tr>
<td>5</td>
<td>COMPUTERS</td>
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<td>Sub Total</td>
</tr>
<tr>
<td>6</td>
<td>SOFTWARE &amp; OTHER PERIPHERALS</td>
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<td></td>
<td>Sub Total</td>
</tr>
<tr>
<td>7</td>
<td>ANY OTHER EXPENSES</td>
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<td>Sub Total</td>
</tr>
</tbody>
</table>

Sub Total

Grand Total

27.12.12