



Guru Gobind Singh Indraprastha University

Sector- 16C, Dwarka, Delhi-110075 Website: www.ipu.ac.in

PURCHASE BRANCH

GGSIU/PUR/2015-16/278

Dated: 30/06/15

CIRCULAR

It has been observed by the Purchase Branch that some of the University Schools of Studies and Departments are initiating and submitting purchase proposals of various items like Computer and Peripherals, furniture items, etc. in piecemeal basis on regular intervals. It is not financially appropriate and feasible for purchase branch of the University to procure in small quantity.

To streamline the process of purchase, it has been decided to compile and process the requirement received on quarterly basis. The requirement received during each quarter will be compiled & processed immediately after the said quarter as per GFR 2005. The four quarter will be July-September, October-December, January-March and April-June.

All concerned may kindly note.

(Rajiv Kale)
Registrar

Copy to:-/278

1. All Deans/HODs
2. All Directors
3. Controller of Examination
4. Controller of Finance
5. SE, UWD
6. All Branch In-charges
7. HOD, UITS (with a request to upload the circular on the University website)
8. Asstt. Registrar (VC Sectt.)- for information of Hon'ble Vice Chancellor
9. SO (PVC Sectt.)- for information of Pro-Vice Chancellor
10. Asstt. Registrar (Registrar Sectt.)- for information of the Registrar
11. Office copy

Dr. Renu Tomar
Asst. Registrar (Purchase)