



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

[Central Stores Department]

REMINDER

No.GGSIPU/Store/2015-16/298

Dated: 21/05/2015

CIRCULAR

Subject:- Return back of Laptops issued to the Officers and Faculty members on or before 31.12.2008

Ref. to the Circular dated 30.04.2015, to initiate the process of weeding out/condemnation of old Laptops, it is again requested to all Deans/Department Heads/Officers/Faculty Members to deposit Laptops in to the Central Stores latest by 26th May, 2015 which were issued to them by or before 31.12.2008, so that a Committee which has been constituted, may inspect the functioning of Laptops.

So far only one Laptop has been received from U.W.D. It is further, requested that in such cases where more than one Laptop is issued to the one Officer/Faculty Member, a detail may please be sent if the same have been issued to other Officers/Faculty Members at his/her level to enable this branch to send the consolidated information for perusal of the Competent authority.

Abha
21 May '15

(Dr. Abha Vermani)
Dy. Registrar (Store)

Copy for necessary action to:

1. All Deans/Branch Heads, University Schools of Studies
2. AR to the Vice Chancellor, for kind information of Hon'ble Vice Chancellor
3. SO to the Pro Vice Chancellor, for kind information of the Pro Vice Chancellor
4. AR to the Registrar, for kind information of the Registrar
5. In Charge, UITS Cell for uploading on the University website
6. Guard File

Gaurvendra Dwivedi
(Gaurvendra Dwivedi)
Sr. T.A. (Store)