



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
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[Central Stores Department]

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Ref.: GGSIPU/CS/Circular/2014/09
January 8, 2015

CIRCULAR

A software has been received by the Central Store for smooth functioning of store inventory of GGS Indraprastha University, the programs of this software has already been implemented w.e.f. January 1, 2015. It will help in controlling the account of received & issued of store inventory. It will be convenient in placing the orders of purchase and keeping the record of vendors. It will also help in placing the indents for consumable and non-consumable items by all individual deptt..

In this regard, a training/demonstration session of this software has already been organized for all USS / Deptt. during the month of September & October 2014.

All Deptt./Sections of the University are requested to kindly put up all consumable and non-consumable indents through the University website w.e.f. January 2015. If you need any help related software functioning, our technical help desk will provide you all technical helps for function the software.

No manual indent will be entertained in future.

M. Kansal
(R.P. Kansal) 08/01/2015
In-charge (Stores)

Distribution:

- i) All Deans/Directors/HOD/COE/COF/Librarian/Branch Heads
- ii) Chairman, UITS
- iii) AR to Hon'ble Vice Chancellor
- iv) AR to Registrar
- v) PS to Pro Vice Chancellor
- vi) In-charge, Server Room *-with a request to upload the same on University website.*
- vii) Guard file

Diary No. 09/CS/IPU
Date: