



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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

[University IT Services Cell]

[Email: uits@ipu.ac.in] 25302746]



Ref.: GGSIPU/UITs/Circular/2018-19/333

04th September, 2018

CIRCULAR

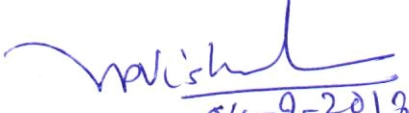
The Annual Maintenance Contract (AMC) of University Printers & Scanner has been expired on 21/08/2018. The University is intending to renew the same Annual Maintenance Contract.

All the Deans/Branch Heads are therefore requested to kindly forward the updated list of Printers & Scanners in the given format to UITs office (DWS-412) on urgent basis **till 10th September, 2018**. Also, please send the softcopy on uits@ipu.ac.in

SN	Block/ Room No.	Name of User	Make / Company	Model No.	Serial No.	Purchase Date/ Year*	Working condition	Remarks (if any)

Please note that any printer/scanners which is not mentioned in your verified list, shall not be included in the AMC.

1. It is requested that please send the updated list of printers and scanners which is not repairable/ dumped for any reason so that it can be deleted from previous AMC list.
2. A separate list of printers/scanners which are out of warranty and previously not included in past AMC, so that these printers & scanners may be included in current AMC, if it is approved by C.A.


04-9-2018

(Dr. V.P. Vishwakarma)
Head, UITs

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Copy to:

- i) All Deans/Directors/COE/COF/Librarian/SE,UWD/JR / DR/ Branch Heads
- ii) AR to Hon'ble Vice Chancellor
- iii) SO to Pro Vice Chancellor
- iv) AR to Registrar
- v) PRO
- vi) Head, UITs –with a request to upload on University website.
- vii) Guard file


04-9-18
(Sachin K. Gupta)
STA, UITs