



**MOST URGENT**

**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

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**[University IT Services Cell]**

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Ref.: GGSIPU/UITs/Circular/2018-19/3314  
September 6, 2018

**CIRCULAR**

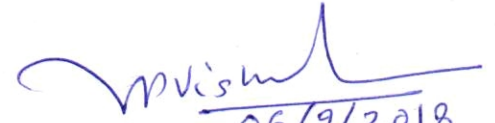
The Annual Maintenance Contract (AMC) of University **Computers**, **Servers** and **LCD Projector** has been expired in August 2018 due to vendor has left the AMC in between and doesn't want to continue.

To initiate the further process of new AMC, all Deans/Branch Heads are requested to kindly forward the updated list of Computers, Servers and LCD Projectors in the following format to UITs office (DWS-412) on urgent basis **before Friday, September 14, 2018**. The softcopy of the data may also send on email **[uits@ipu.ac.in](mailto:uits@ipu.ac.in)**

SN	Name of Item [Computer, , Server, LCD Projector	Block/ Room No.	Name of User	Make / Model	Serial No.	Purchase Date/ Year*	Working condition	Remarks (if any)

Please note that any Computer, Server, LCD Projector which is not mentioned in your verified list, will not be included in the AMC.

Therefore, it is requested that please send the updated list of Computers, LCD Projectors and Servers with status of working / non working condition. Please remove the items which are dumped / condemned so that these items will be removed from the AMC list.

  
06/9/2018  
(Dr. V.P. Vishwakarma)  
Head, UITs

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September 06, 2018

**Distributions:**

- All Deans/Directors/COE/COF/Librarian/EE,UWD/JR / DR/ Branch Heads
- AR to Hon'ble Vice Chancellor
- SO to Pro Vice Chancellor
- AR to Registrar
- In-charge, Server *–with a request to upload on University website.*
- Guard file

  
(Naveen Bhardwaj) 6/9/18  
Section Officer

\*If no information, please ask from Central Store Branch