

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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[University IT Services Cell]

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Ref.: GGSIPU/UITs/Circular/2015-16/480

March 1, 2016



MOST URGENT

Please refer earlier Circulars dated 17/7/15 & 31/8/15 regarding AMC of **Printers & Scanners**, which is going to be expired in April 2016. The UITs has not received any verified list of **Printers & Scanners** from the following USS/Deptt. so far.

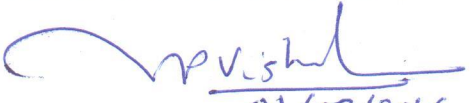
USZM	USMPMHS	DSW	IUIIC	SDC	GH-1	Personnel
USLLS	USMO	DAA	CCGPC	Accounts	BH-I & II	Day Care

All concerned are once again requested to kindly forward the updated list (if not send) by **Friday, 4/3/16** in the following format.

SN	USS/Deptt	Block / Room No.	Name of User	Make/ Company	Model No.	Serial No.	Purchase No.*	Working Condition

Also please send the softcopy on email uits@ipu.ac.in

It is pertinent to mention that any item which is not mentioned in your verified list **till 4/3/16**, shall not be included in the AMC. Therefore, it is requested that please send the updated list in time so that the process of AMC may be initiated by UITs.


01/03/2016
(Dr. V.P. Vishwakarma)
Head, UITs

Distributions:

- All concerned Dean of USS/Head of Deptt.
- AR to Hon'ble Vice Chancellor-for kind information pls
- SO to Pro Vice Chancellor -for kind information pls
- AR to Registrar
- In-charge, Server -with a request to upload on University website.
- Guard file

*IF NO INFORMATION, MAY BE ASKED FROM CENTRAL STORE BRANCH