



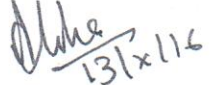
**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

No.GGSIPU/Store/2016-17/160

Dated: 13/10/2016

**CIRCULAR**

The Committee has been constituted by Hon'ble V.C. regarding weeding out of unserviceable Old Furniture/Fixtures, Electric/Electronic Items, Computers & Peripherals and miscellaneous Items. Therefore, all Deans/ Branch Heads are requested to send the list of these unserviceable/unused Items with the proper justification latest by 21.10.2016. In case of Computer and peripherals, UPS, Printers, Scanners etc. the Call Report of UITS Cell detailing the justification for declaring unserviceable, should also be enclosed.

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

**Copy for necessary action to:**

1. All Deans/Branch Heads
2. AR to the V.C. for kind information of the Hon'ble V.C.
3. AR to the Registrar, for kind information of the Registrar
4. In Charge, UITS Cell with the request to upload on the University's website
5. Guard File