



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/UIT/2016/601
May 09, 2016

CIRCULAR

All Deans/Branch Heads are requested to kindly send their requirement in the following format for the procurement of new computers and peripherals as well as replacement of old computers & peripherals with proper justification after getting prior approval from the competent authority to the UIT/Cell latest by **May 19, 2016 5:00PM**.

Replacement of Old Computers & Peripherals with new one

SN	Make & Model of Existing Computers & Peripherals	Serial Number	Year of Installation /Purchase	Reason/Justification of replacement of old computers & peripherals with new one

Requirement of New Computers & Peripherals

SN	Item	Qty.	Specification	Justification

This issues with the prior approval of the competent authority


09-5-2016
(Dr. V.P. Vishwakarma)
Head, UIT/Cell

Copy to:

- i) All Deans/Directors/HOD, GGSIPU
- ii) COE (O), GGSIPU
- iii) COF, GGSIPU
- iv) All Branch Heds/Deptt, GGSIPU
- v) EE, UWD, GGSIPU
- vi) AR to Hon'ble VC, GGSIPU
- vii) SO to Hon'ble Pro Vice Chancellor, GGSIPU
- viii) AR to Registrar, GGSIPU


(Naveen Bhardwaj)
Section Officer, UIT/Cell