

MOST URGENT



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/2015/
November 18, 2015

This is with reference to the number of Circulars regarding AMC of **Computers, Laptop, Server, LCD Projector**. The UITs has not received any information from the following USS/Deptt. so far.

USICT	USET	USMC	o/o COE	Personnel	IUIIC	DSW
USLLS	USE	USMPMHS	o/o Registrar	DOD	Academic-II	Acad. Affairs
BH-II Aravali		Day Care Center		CCGPC	Student Development Cell	

All the concerned are once again requested to kindly forward the updated list (if not send) latest by **Monday, 23/11/15** in the following format. Also please send the softcopy on email uits@ipu.ac.in

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

It is pertinent to mention that any item which is not mentioned in your verified list latest by **23/11/15**, shall not be included in the AMC. Therefore, it is requested that please send the updated list so that the process of AMC may be initiated by the UITs.


18-11-2015
(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