

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/ 253
October 7, 2015

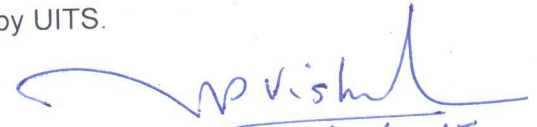
CIRCULAR

The Annual Maintenance Contract (AMC) of Computer System, Laptop, Server, LCD Projector is going to be expired by end of December 2015. The University is intends to take all these systems under Annual Maintenance Contract.

All Deans/Branch Heads are therefore requested to kindly forward the updated list of above items in the given format to UITs office (DWS-412) on urgent basis **before October 20, 2015**. 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)

Please note that any-Computer System, Laptop, Server, LCD Projector which is not mentioned in your verified list, may 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.



07/10/2015
(Dr. V.P. Vishwakarma)
Head, UITs

October 7, 2015

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Distributions:

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


(Naveen Bhardwaj)
Section Officer

*If no information, may be asked from Store Branch