



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
University IT Services [UITS]

Dated: 15/09/15

This is with reference to our earlier circulars dated 17/07/15 & 04/08/15 & 31/08/15 regarding AMC of University Printers/Scanners.

Some departments have still not submitted the required details in hard copy as well as on mail

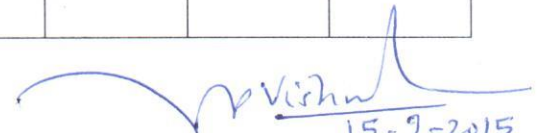
Please ensure that email should also be sent to uits@ipu.ac.in regarding the same

The following departments have still not submitted the required details:

1.	Registrar Office	6.	Accounts
2.	USICT	7.	Academic Affairs
3.	USET	8.	USLLS
4.	Directorate of Student Welfare	9.	Personnel
5.	Academics (Admission)	10.	USMPMHS

The concerned departments are once again requested to kindly sent the details of Printers/Scanners in the following format **by tomorrow positively (16/09/15)**.

SNO	School/ Deptt	Block/ Room no	Name of User	Make/ Company	Model No.	Serial No.	Purchase Date/ Year	Working Condition	Remarks (if any)


15-9-2015
Dr. V.P. Vishwakarma
Head, UITS