



**UNIVERSITY WORKS DEPARTMENT  
GROUND FLOOR, LIBRARY BLOCK  
GURUGOBINDSINGHINDRAPRASTHAUNIVERSITY  
SECTOR 16-C, DWARKA, NEW DELHI –110 078  
Tel: 011- 25302291, 25302293, Fax no. 25302290 website: ipu.ac.in**

F. No.GGSIPU/UWD/2020/1083

Dated: - 17/09/2020

**Circular**

Recently, UWD has been tasked with maintenance of window/split/Tower AC's and Refrigerators. In order to prepare the inventory of AC's and refrigerator, information in following format may kindly provided on email [je.elect@ipu.ac.in](mailto:je.elect@ipu.ac.in).

S. No.	Room no.	School/ Department	Details				
			AC Window/Split/ Tower		Refrigerator		
			Type of AC	Capacity	Single Door	Double Door	Four Door
1.							
2.							
3.							

Above information may be provided by 25/09/2020 so that action for AMC can be initiated.

**-Sd/-  
(Ajay Gupta)  
SE/UWD**

Copy to:

1. AR, VC Sectt., GGSIPU - for kind information of Hon'ble Vice Chancellor
2. AR to Registrar, GGSIPU - for kind information of Registrar
3. COF, GGSIPU
4. All Deans/Directors/HOD's/Librarian
5. Chief Warden, Hostel
6. Head UITS - for uploading on website

**-Sd/-  
(Deepesh Singh Bhati)  
JE(E-I)/UWD**