



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in

[Repair & Maintenance Cell: GA Branch]

[Email: rmga@ipu.ac.in] ☎ 25302139]

F.No. GGSIPU/R&M_GAIII/AMC/2020-21/

14/08/2020

CIRCULAR

'Repair & Maintenance/AMC Section' has been created under General Administrative Branch for providing the AMC/Repair Services of office equipment & teaching aids to various USS/Deptt. of the University.


All concerned Lab-Incharge/TA/LA deployed in the Laboratory may kindly be directed to submit the complete configuration of office equipment and teaching aids like Computers, Printers, Scanners, Interactive/Smart Board, LCD Projectors, LCD TV etc. in the following format so that the proper data shall be prepared for further repair/AMC.

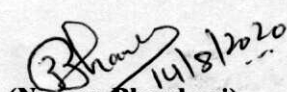
S N	Item	User Name	Location` of LAB / Committee Room	Serial Number of equip-ment	Complete Configuration i.e. Model / Make / Processor / RAM / HDD, TV Size, Board Size etc.	Pur- chase Year	Qty.	Working Condition & Warranty Y/N
1	Computer							
2	Printer							
3	Scanner							
4	Interactive Board							
5	LCD Projectors							
6	LCD TV							

The above certified data may please submit latest by Monday, 24/08/2020 and also send the soft copy on rmga@ipu.ac.in please.

Copy to:

- i) Dean, USIC&T
- ii) Dean, USMS
- iii) Dean, USBAS
- iv) Dean, USCT
- v) Dean, USEM
- vi) Dean, USBT
- vii) Dean, USE
- viii) Dean, USHSS
- ix) Dean, USMC
- x) Dean, USLLS
- xi) Dean, USAP
- xii) Director, CDMS
- xiii) Director, CEPS
- xiv) Server Room – with a request to upload on University Website
- xv) Guard File


(Dr. Pankaj Agrawal)
Dy. Registrar (GA)


(Naveen Bhardwaj)
S. O. (R&M, GA-III)