



FINAL REMINDER

**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
DWARKA, DELHI – 110 075

PURCHASE BRANCH

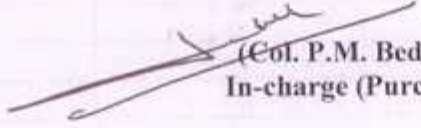
GGSIPU/PUR/BUDGET/2012-13/246

Dated: 27.12.2012

Sub: Revised Budget for the year 2012-13 and Budget Estimate for the year 2013-14


This is in continuation of this office letter No. GGSIPU/PUR/BUDGET/2012-13/1189 dated 18.12.12 vide which all Schools / Branches / Departments of the University were requested to place their requirement of non-consumable items i.e. purchase of Lab equipments, furniture & fixtures, office equipments, computers and software and peripherals, etc. for the remaining period of current financial year i.e. 2012-13 and for the next financial year i.e. 2013-14 separately to Purchase Branch. It was also informed that no other non-consumable items which are not projected by the respective Schools / Branches / Departments will be processed for procurement.

Till date no such information from your School / Branch / Department has been received in the Purchase Branch. Therefore, all Schools / Branches / Departments of the University are once again requested to place their requirements of non-consumable items alongwith the estimated value to the Purchase Department latest by 4th January, 2013 in the enclosed proforma.


(Col. P.M. Bedekar)
In-charge (Purchase)

Copy to:-

1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/USHSS/USMC/USE/USEM/USAP/USMPMHS)
2. All Directors, GGSIPU
3. Chief Warden, GGSIPU
4. Controller of Examinations, GGSIPU
5. Controller of Finance, GGSIPU
6. Librarian, GGSIPU
7. Chairman, UCITIM
8. Superintendent Engineer (UWD), GGSIPU
9. All HODs / Branch Heads
10. Warden (Boys Hostel / Girls Hostel)
11. Joint Registrar (Acad-I/Acad-II/Coordination)
12. Deputy Registrar (GA/Plg. & Policy/Affiliation/SDC/Public Relation)
13. In-charge (Personnel)
14. Asstt. Registrar (Estate & Security/Store)
15. PRO, GGSIPU
16. OSD to Hon'ble Vice Chancellor
17. P.S. to Registrar
18. In-charge (Server Room) for uploading on the University Website
19. Guard File


(Col. P.M. Bedekar)
In-charge (Purchase)

DEPARTMENT WISE EXPENDITURE

Name of the Department / School: APRISTIA UNIVERSITY

Sr. No.	Item	Description	Estimated Value	Grand Total
1	EQUIPMENTS			
				Sub-Total
2	PURCHASE OF VEHICLES			
				Sub Total
3	FURNITURE & FIXTURES			
				Sub Total
4	OFFICE EQUIPMENTS			
				Sub Total
5	COMPUTERS			
				Sub Total
6	SOFTWARE & OTHER PERIPHERALS			
				Sub Total
7	ANY OTHER EXPENSES			
				Sub Total
				Grand Total

27.12.12