



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI -110 075

PURCHASE BRANCH

GGSIU/Purchase/Furniture/2012-13/1092

Dated: 4/3/13

CIRCULAR

As per the directions of the Competent Authority, Purchase Branch is in the process to consolidate all kind of furniture requirement of all Schools/Departments/Centers/Cells etc. of the University for the financial year 2013-2014.

In view of the above, all the Deans/HODs of different Schools/Depts./ Centers/Cells etc. are requested to consolidate their furniture requirement and forward the same after authenticating the list of genuinely required items to the office of the undersigned latest by 8th March 2013 for onward submission to the Competent Authority.

This may please be given due priority.

(Col. P.M. Bedekar)

In-charge (Purchase)

Copy to:

1. All Deans,
GGSIU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USEM/USMC/USAP/USE/USMPMHS)
2. ALL Directors, GGSIPU
3. COE, GGSIPU
4. COF, GGSIPU
5. Librarian, GGSIPU
6. Chairman, UCITIM
7. Superintendent Engg. (UWD), GGSIPU
8. All Joint Registrar/Dy. Registrar (Acad/Acad Coordination/Coordination/GA/Plg & Policy/Affl./PRO/SDC)
9. In-charge (Personnel)
10. All Branch Heads
11. OSD to Hon'ble Vice Chancellor (for information of Hon'ble Vice Chancellor)
12. P.S. to Registrar (for information of the Registrar)
13. Guard file.

(Col. P.M. Bedekar)

In-charge (Purchase)