



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi-110078, www.ipu.ac.in
[Central Stores Department]
[Email: central.stores@ipu.ac.in] 25302141

Ref.: GGSIPU/CS/Circular/2014/
September 4, 2014

CIRCULAR

A software for smooth functioning of store inventory of GGS Indraprastha University has been developed by M/s Prosix Infotech Pvt. Ltd. It will be proved better for controlling the record of receive &, issue of store items, maintaining the record of purchase and indenting the consumable and non- consumable store items.

In this regard, a training / demonstration session of this software will have to be given to all concerned by the vendor shortly. Before final demonstration, you are requested to kindly provide the following detail for issuing user ID to all Schools/Deptt.

1. **Name, Designation, Employee ID, Mobile Number** and **Email ID** of the office staff who will furnish the indent and are maintaining stock register of the school/deptt..
2. The administrative rights related to your School/Deptt. of this software has to be assigned to concerned Dean/HOD/Branch Head who will authorize the indent to issue the items.

The above information may kindly be send urgently through dak or email on central.stores@ipu.ac.in latest by **Monday, September 8, 2014.**

(R.P. Kansal)
In-charge (Stores) 4/9/14

Copy to:

- i) All Deans/Directors/HOD/COE/COF/Librarian/Branch Heads
- ii) Chairman, UITS
- iii) AR to Hon'ble Vice Chancellor
- iv) AR to Registrar
- v) PS to Pro Vice Chancellor
- vi) In-charge, Server Room –with a request to upload the same on University website.
- vii) Guard file

Diary No. 903/CS/IPU
Date 4/9/14