



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI-110 078**

**PURCHASE BRANCH**

F.13.5(12)/IPU/PUR/Software/UCITIM/2014-15/384

Dated: 25.07.2014

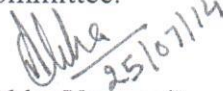
**MEETING NOTICE**

The Purchase Branch of the University is in process to purchase some Microsoft Software for the University campus. In this regard, to assess the requirement and type of Microsoft Software required in the University, a meeting of the following has been scheduled **at 11:00 a.m. on 28.07.14 in the office of Controller of Examination:**

- (i) All Deans/HODs of USS or their Nominees
- (ii) Chairman, UCITIM
- (iii) Dy. Registrar (Purchase)
- (iv) All JRs/DRs/Branch In-charges or their nominees

All the Deans/HODs/JRs/DRs/Branch In-charges or their nominees are requested to come in the meeting alongwith their requirement of Microsoft Software so that a consolidated requirement may be forwarded to Microsoft.

Non participation in the above meeting or non receipt of any requirement of MS Software till 28.07.14 from any School/Dept. will be assumed as there is no requirement of MS Software in the concerned School(s)/Department(s) and the assessment of MS Software will be done on the discretion of the Technical Members of the Committee.

  
(Dr. Abha Vermani)  
Dy. Registrar (Purchase)

Copy to:

1. All Deans/Directors/HODs or their nominees
2. Librarian or his nominee
3. Controller of Examination
4. Controller of Finance or his nominee
5. Chief Warden
6. SE, UWD
7. Chairman, UCITIM
8. All JRs/DRs/Branch In-charges or their nominees
9. PRO
10. Asstt. Registrar (O/o the Registrar) – for information of the Registrar
11. Server Room (with a request to upload the notice on the University website)
12. Office copy