



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

IPU/GA/Photocopier machine/2013-14/ 3414

Dated: 19/8/13

NOTICE

Subject: Regarding optimum utilization of photocopier paper and machine

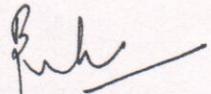
The photocopier machines are being used in various Departments and University School of Studies of the University. Any institute/organization photocopying and reprographic material from publications, files, documents, etc requires record keeping on annual basis to ensure legal compliance under Copyright Act, IPR, etc.

For optimum utilization of photocopier machine (cost of cartridge/toner, photocopier paper and AMC), all departments and schools are requested to maintain a register bearing the following:

S.No.	Detail of document	No. of pages of original documents	No. of copies for photocopy	Date & Time	S.No. of Counter of the machine
1.					
2.					

In case of document is confidential in nature, type of document will be "confidential" may be written in the first column, this will facilitate the Head of the Department/School about the control of photocopying of documents of his/her branch/school.

The photocopier register is to be maintained by the branch/school heads as well as designated supporting staff authorized for the operation of the photocopier machine.


Dr. Bhaskar P. Joshi
Registrar

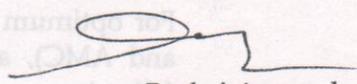
Copy to: -

1. Dean USBT
2. Dean USICT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs



20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)
28. JR (Academic-II)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. DR (Planning)
32. DR (PR)
33. Incharge(Purchase)
34. Incharge (Personnel)
35. Chairman UCITIM (with request to upload the same on University website)
36. Chief Warden
37. Warden Boys Hostel
38. Warden Girls Hostel
39. AR(Estate)
40. AR (Security)
41. AR (Stores)
42. AR to VC (for information)
43. University Health Center
44. AR to Registrar (for information)
45. Office Copy

NOTICE


Pankaj Agrawal
Deputy Registrar (GA)

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Dr. Bhaskar P. Joshi
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 15. Director Legal Aid Cell
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 18. Director Project Monitoring Cell
 19. Director International Affairs