

**Directorate of Information Technology
Anand Agricultural University, Anand**



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Circular

Regarding details of Computers and IT Related Peripherals/equipments...

With reference to above cited subject, all unit/sub-unit head are required to provide the details (in given format) of **desktop computers, computer servers, laptops, notebooks, tablet pcs, all types of printers, scanners, fax, all types of camera, UPS, photo copier machines, wireless routers, wireless access points** those are in your entire unit/sub-unit. Send the said details regarding warranty and/or under annual maintenance contract (AMC) of the concerned equipments.

The specified format available for download in softcopy (i.e. in excel format) in the ***Circular*** section of the AAU website and send it through your and/or your concerned employee's official email account within aa.u.in domain to: **itc@aau.in** on or before 5th March, 2013.

In case of any unit/sub-unit will fails to provide the said information in required format within the said due date, the technical approval for the concerned unit/sub-unit will be withheld for new IT related equipments from this office after 5th March - 2013.

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Director

Information Technology

AAU/ITC/hardware/896/2013

Date: 14-02-13

c.f.w.r.t:

PS to VC, AAU for kind information PI

All Unit/Sub-unit heads for further actions.