



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

No. GGSIPU/COF/2019/334

Dated: 7<sup>th</sup> March, 2019

**OFFICE ORDER**

Attention of all the Schools, Department and Branch Heads is drawn that very few working days have been left in the financial year 2018-19 end. Taking into accounts the situation and target for the timely closing of the Financial Year 2018-19, it is stressed upon your goodself that every effort may be made for submission of all the sanctions and vouchers, complete as per rules, on day to day basis and all the efforts may be made to clear the liability of financial year 2018-19 by 31<sup>st</sup> March, 2019.

Accordingly this office will remain working on all the Saturdays during the normal office hours upto 31<sup>st</sup> March, 2019. However, this office will remain closed on Sundays and gazetted holidays falling during the period, if any.

Your cooperation is solicited.

*Signed*

**(Prof. Neena Sinha)**  
**Controller of Finance**

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS).
2. All Directors, GGSIPU
3. All Heads of School / Branch / Deptt., GGSIPU.
4. Controller of Examinations, GGSIPU.
5. Executive Engineer, UWD, GGSIPU / Librarian, GGSIPU
6. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
7. A.R. to Hon'ble Vice Chancellor / A.R. to Registrar
8. FOs/DDO/AAOs/SO, Finance & Accounts Department.
9.  UIITS Department – for uploading the same in the University website.

*For upload  
on  
07-03-19*

TA, UIITS