



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110078
Office of the Registrar

No. GGSIPU/COF/2020/532

Dated: 19 March 2020

OFFICE ORDER

All the Department / School / Centre are requested to submit their files / Sanction Orders etc. for claiming the expenditure for the Financial Year 2019-20 ending on 31st March 2020, positively by / before 31st March 2020.


Due to the year-end closing and the rush of files by all the Department, the personal meetings with the Staff may please be avoided. The discussions may be held by / with the DFO / AR / AFO respectively as may be required. The urgent and time bound files may please be sent with the remarks "**URGENT OR TIME BOUND**" in white slip on the face of the file duly indicating the date.

This issues with the approval of the Controller of Finance.


(Prabhat Mishra)
Assistant Registrar

Copy to:-

1. AR to Hon'ble Vice Chancellor
2. AR to Registrar
3. All Deans / Director / Heads of the Department
4. Dy. Registrar, UITS with the request to get the Office Order uploaded on the University website.
5. Guard file.


Pl upload
19/3/2020