

No. GGSIPU/COF/2024/766

Dated: 1<sup>st</sup> March, 2024

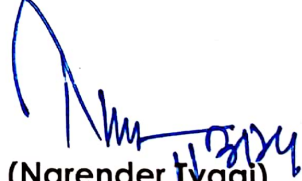
## **CIRCULAR**

Attention of all the Schools, Department and Branch Heads is drawn that Finance & Accounts Department intends to clear all the files, sanction order etc. and targeted for the timely closing of the Financial Year 2023-24 on 31<sup>st</sup> March, 2024. In this connection, it is stressed upon your goodself that every effort may be made to ensure for submission of all concurrence of files and details of committed liabilities, if any, upto 20.03.2024 and submission of all the sanctions, other files related to payments etc. by 23.03.2024 for timely competition of work in the F&A Department as per rules before the end of the year. Beyond this time schedule, the files / sanction order etc. shall be considered only with the prior approval of the Registrar, GGSIPU.

It may please be noted that the Finance & Accounts Department shall remain working on 23.03.2024 (Saturday), 30.03.2024 (Saturday) & 31.03.2024 (Sunday) during the normal office hours. However, this office will remain close on any other gazetted holidays falling during the period, if any. The Officers [AFO / AR (F) / AR (Receipt)] are directed to ensure to clear the pendency under their Section on day-to-day basis for the smooth closing of Financial Year 2023-24.

All the Deans, Directors, Branch Heads of the University are requested to kindly submit all concurrence files, sanction orders etc. for the appropriate closing of Financial Year 2023-24.

This issues with the approval of the Hon'ble Vice Chancellor.



(Narender Tyagi)  
Controller of Finance

### **Copy to:-**

1. All Deans / Directors (USS & EDC) / HODs of the Departments.
2. Head, UITS - for uploading the same on the University website.
3. AR to VC – for the kind information to Hon'ble Vice Chancellor.
4. AR to Registrar – for the kind information to Registrar.
5. Officials, F&A Deptt.
6. Guard file.