



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

(Accounts Branch)

F.No. IPU/Accounts/2015-16/497

Dated: 08.01.2016

## CIRCULAR

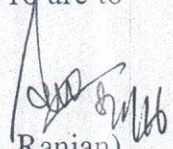
**Subject: Requirement of Research/Project expenditure register for Internal Audit & Preparation of Annual Accounts 2015-16.**

This is to inform you that the Internal Audit of the University is being conducted by the Internal Audit of the University.

Therefore, it is requested to submit the 'Research Project Expenditure Register' in Account Branch for Internal Audit and to reconcile the expenditure from the record of Account Branch so that the same be booked in the Annual Accounts.

It is also requested to provide the Research Project Expenditure Register with the copy of sanction order of the different funding agencies like UGC, CSIR, DST, AICTE and other etc. to the faculties in your School/ Department and other related documents etc. **positively by 11:00 a.m. on 12.01.2016** as the annual accounts of the F. Y. 2015-16 is finalized very soon, failing which account branch will not be in position to provide the Utilization Certificate, the responsibility of which will lie on the faculty/ P.I. concerned.

This may please be provided on top priority as the Annual Account 2015-16 are to be finalized.

  
(S.K. Ranjan)  
Finance Officer

Copy to:

1. All Deans USS, GGSIP University.
2. Chairman, UCITIM with a request to upload on University website, please.
3. Sh. Hitender Kumar, G.A.(Projects), Sh. Sandeep Sharma, L.A. (Cashier), Sh. Abhay Bhardwaj, J.A. (Check Writer) with the direction that the payment under various grants be released only after a certificate of their production of project expenditure register is issued by S.O. (F &A).
4. A.R. to Hon'ble Vice Chancellor for information.
5. A.R. to Worthy Registrar for information.
6. Guard file