



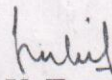
**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
DWARKA, DELHI – 110 075.

File No.: IPU/COF/2011-12/913

Dated: 19.01.2012

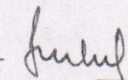
Subject:- Timely deposit to pay order/bank drafts into University account.

It has observed that pay order/ bank drafts received by various branches of the University on account of various fee and charges of the University are being submitted to Accounts Branch after a long period of its receipt. In some of the cases, the validity date of pay order / bank draft have found to be expired. This leads to administrative inconvenience on one hand and non realization of university revenue on the other. Late submission of pay order / bank drafts to the Accounts Branch is loss of revenue to the University and may attract recovery of such loss from the responsible employee. It is, therefore, requested that any pay order/ bank drafts received on behalf of university by any of the Branch may be submitted to the Accounts Branch immediately **but not later than two days of its receipt.**


(S.K. Tanwar)
Controller of Finance

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8. Incharge, Server Room to download this Circular on University website.


(S.K. Tanwar)
Controller of Finance