



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka, New Delhi - 110078 Website: <http://ipu.ac.in>

Finance & Accounts Branch



No. F. IPU/ Acctts/2014-2015/594

25th March, 2015

CIRCULAR

Subject:- Introduction of SMS facilities

It is brought to the notice of the University Faculties & Staff that this office is going to introduce the facility of SMS services for intimation about their payments etc, from Finance & Accounts Department, in addition to the E-Mail facility which is already in operation.

It is therefore, desirable on the part of all the concerned who wishes to avail this facility, may kindly provide the following database with the Finance & Accounts Department of this University, immediately, so that master record may be updated and corrected.

1. Name of the Faculty/ Officer/ Official
2. Designation
3. Employee Code
4. Contact Mobile No.
5. E-Mail

Besides, please do inform the changes (if any) in the above fields as soon as possible, as and when required

(S.K.Tanwar)
(Controller of Finance)

Copy to:-

1. All Deans/Directors/ Librarian
2. Controller of Examinations
3. Superintending Engineer, UWD
4. Executive Engineer, UWD
5. All JR's/ DR's/ ADR's/ AR's
6. FO-I/ FO-II/ FO-III
7. AR to Hon'ble Vice Chancellor
8. AR to Worthy Registrar
9. Section Officer to Pro Vice Chancellor
10. Controller of Examination
11. Server Room with the request to upload on the University website
12. Public Relation Officer
13. Medical Officer
14. Guard File