



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**  
website : [www.ipu.ac.in](http://www.ipu.ac.in)

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Dated: 07/08/2015

**Circular**

**Subject: Attendance of Contractual Staff (Teaching and Non-Teaching )**

All the contractual staff (Teaching and Non-Teaching) are hereby directed to submit their verified monthly attendance on every last working day of the month for release of their salary from August 2015 onwards.

This issue from the approval of competent authority.

**(Ajay Gupta )**  
Drawing & Disbursing Officer

1. All Deans/Librarian.
  2. All Directors.
  3. Sup. Engineer, UWD.
  4. All JR's/DR's/ADR's/AR's/PRO →
  5. JR (Personnel)
  6. FO-I/FO-II/FO-III.
  7. AR to VC Secretariat.
  8. PS to Registrar.
  9. PS to COF.
  10. PS to COE.
  11. Server Room with the request to upload on University website.
  12. Guard File.
- Affiliation
  - Coordination
  - Gen. Admn./Purchase/Store
  - Planning & Policy
  - Academic