

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW Delhi-110075
(Finance and Accounts Department)

No. IPU/Accounts/Office Order/ 352

Dated: 10/12/14

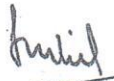
OFFICE ORDER

Sub : For hiring of vendors for providing Tentage, Lighting, Sound System and Hospitality etc.

It has been observed that various departments are initiating the tendering process for organising various functions in the University like Convocation/Anugoonj/Conferences/Seminars/etc. and hiring of vendor for providing tentage, lighting, sound system and hospitality etc. In some of the cases, it has been observed that inspite of an scheduled event and having sufficient prior confirmation of the event, proposals are moved at the last moment and relaxation of various kinds of provisions of GFR are solicited. The same has been taken as not a healthy practice in terms of standards of Financial Propriety.

It is therefore, desirable on the part of all the department heads that in future all such schedule of event shall be prepared in advance and timely communicated to General Administration branch and accordingly General Administration branch will fulfil all the tendering process including award of work and empanelment of suitable vendors for a year on the issues like tentage/ lighting/Sound Systems and hospitality etc. All the heads of the departments will have the services of empanelled vendors after taking the administrative approval of Competent Authority on the subject and final payment will be processed by General Administration branch being a single agency to monitor and supervise the entire subject matter on behalf of this University.

Failure of any event due to above lapse shall be the responsibility of the department concerned.


(S.K. Tanwar)
Controller of Finance

1. All the Deans/Director
2. Head of Departments
3. AR to VC for information to Hon'ble Vice Chancellor
4. AR to Registrar for information to Registrar
5. Assistant to Pro Vice Chancellor for information to Pro Vice Chancellor
6. AI JR/DR/AR's/SO's
7. FO/AAO/DDO

8. UITS: Website upload.