



MOST URGENT
OFFICE OF CONTROLLER OF FINANCE
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16 C, Dwarka Delhi – 110078
Finance & Account Branch

F.No./IPU/Accts./2014-15/ 555

Dated: 12.03.2015

CIRCULAR

It has been decided that Finance & Accounts Department of the University shall remain open on all the forthcoming Saturdays upto 31st March 2015 and will be treated as working day in order to clear the year ending rush for disposal of all the sanctions, settlement of advances, issuance of cheques, reconciliation and tax related issues etc. Accordingly, all the officers and staff is hereby directed to attend the office on all the Saturdays in the normal official timings and ensure to dispose all their day to day connected matters on daily basis before leaving the office so that closing of Financial Year 2014-15 on 31.03.2015 be ensured in a time bound manner.

Attention of all the heads of departments and branches is also drawn on the subject and it is desirable on their part to submit or convey all the Financial sanctions and ensure their submission alongwith supporting vouchers to the Finance and Accounts Department on daily basis, and in any case not later than 31.03.15 since thereafter the funds will be lapsed at their disposal and the proposal may require fresh sanctions of the Competent Authority for booking the expenditure in financial allocations of F.Y. 2015-16 besides, justification for lapse of allocated fund in F.Y. 2014-15.

(S. K. Tanwar)

Controller of Finance

Copy to:-

1. All Deans/Directors, GGSIPU
2. All Heads of School/Branch/Deptt., GGSIPU
3. Controller of Examinations. GGSIPU
4. Superintending Engineer, UWD, GGSIPU with the specific request to ensure submission all taxes related bills/vouchers on day to day basis.
5. Librarian, GGSIPU
6. Chairman, UCITIM – for uploading the same in the University website under the link of Finance & Accounts Department
7. Public Relation, GGSIPU
8. Medical Officer, GGSIPU
9. F.O./II/UWD
10. A.R. to Hon'ble Vice Chancellor – for the information of Hon'ble Vice Chancellor
11. P.S. to Pro-VC – for the information of Pro-Vice Chancellor
12. A.R. to Registrar – for the information of Registrar
13. Guard File