



**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
DWARKA, DELHI - 110 075.
FINANCE & ACCOUNTS DEPARTMENT

Ref. GGSIPU/Accounts/2012-13/900

Dated: 13.12.2012

OFFICE ORDER

I am to convey the displeasure of Hon'ble Vice Chancellor for submission of last minutes proposals for obtaining sanction by giving insufficient time and non-following the prescribed purchase procedure instead making request for relaxation of financial rule citing deadlines of the events. It is, therefore, desirable on the part of all concerned Heads to move proposal for any specific activity and big events like Convocation, Sanitation, Security, Canteen etc. by giving sufficient time with open tendering by giving advertisement in national dailies, both Hindi and English, in bold form, to attract good competition.

Besides above, it is requested that a Calendar of atleast regular events and programmes of the University be maintained and monitored at the level of concerned Heads and accordingly right from the level of administrative approval of competent authority including tentative expenditure as well as formation of suitable Committee may be initiated well in advance to enable the Committee to timely publish the NIT / NIQs by giving sufficient time and wide publicity as per financial rules and may be able to submit good competitive proposal for expenditure sanction of the competent authority.

It may be noted that failure or delay in timely completion of any activity / public event due to delay on any account attracts audit objection besides disrepute to the organizing Heads.

(S.K. Tanwar)

Controller of Finance

Copy to:-

1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/UHSS/UEDN/UCMS)
2. All Directors, GGSIPU
3. COE, Librarian, GGSIPU
4. Executive Engg. (UWD), GGSIPU
5. Joint Registrar (GA/Acad/Plg & Coord.), DR (Plg & Policy / Aff.)
6. Incharge (Purchase), AR (State & Security).
7. FOs / AAOs / DDO / Section Officers
8. PRO, GGSIPU
9. OSD to Hon'ble Vice Chancellor
10. Guard file.

11. UCITIM for uploading on the University web site

(S.K. Tanwar)

Controller of Finance