



**Guru Gobind Singh Indraprastha University**  
**Sector-16C, Dwarka, New Delhi-110078**

Accounts/2014-15/Salary/ 170

Dated: 24/09/14

**Circular**


Details of pay & allowances in respect of individual employees are available at their employee login. In addition the same has been e-mailed every month to the e-mail I.D of each employee.

It has been noticed that some employees are not getting their pay slips regularly in their E-Mail address and approaches to Accounts Branch for getting their pay slips personally.

Therefore, to streamline the process of sending bulk E-Mail to all University employees it is requested to check their E-Mail Account and those who are **not getting their pay slips regularly should write to Accounts Branch within 7 days from the date of issue of this circular.**

Further, it is also inform to all University employees that Employee Login Account services have been running smoothly on University portal and every employee can access their login account after login through University website **and if there is any problem to access to their Login Account same may be written to DDO within 07 days from issue of this circular.**

This is issues with the prior approval of Controller of Finance.

  
(Krishan Kumar)  
DDO

**Copy to**

1. All Deans, USS
2. All Directors.
3. Librarian.
4. Chief Engineer, UWD
5. All Joint Registrar/Dy. Registrar/Branch Heads.
6. AR to Hon'ble Vice Chancellor.
7. P.S. to Registrar.
8. PS to COF.
9. PS to COE.
10. Server Room – With the direction to upload this order on University website.
11. Guard File