



# GURU GOBIND SINGH

Indraprastha University

DWARKA, DELHI – 110 078

Office of the Controller of Finance

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File No.: IPU/Accounts/2016/270

Dated: 10th November, 2016

## CIRCULAR

### **SUB: EASE OF BANKING FACILITY.**

Form for changing upto Rs. 4,000/- alongwith deposit slip for account holders is available with the Finance & Accounts Department (copy enclosed). Form may please be filled up in advance to save time at Bank Counters.

Withdrawal through cheque upto Rs. 10,000/- per day subject to a limit of Rs. 20,000/- in a week can also be availed to get cash immediately from Bank Counter.

  
Finance Officer-II

### **Copy to:**

Forwarded to In-charge, Server Room for uploading the same on the University website under the head Finance & Accounts Department for the information of all the University employees.



Annex-5

Request Slip for exchange of Old High Denomination Bank Notes  
in denominations of ₹ 500/- and ₹ 1000/-

Name of the Bank

Branch: \_\_\_\_\_

Name of the Tenderer (In capital Letters)			
Identity Proof Original to be shown at the counter (Tick the one applicable)	Aadhaar Card, Driving License, Voter ID Card, Pass Port, NREGA Card, PAN Card, Identity Card Issued by Government Department, Public Sector Unit to its Staff,		
Identification Number (Number mentioned in the Identity Proof submitted)			
Details of Old High Denomination Bank Notes submitted for exchange	<b>Denomination</b>	<b>No of Pieces</b>	<b>Value</b>
	₹ 500		
	₹ 1000		
	TOTAL		
	Total value in words:		
Signature of Tenderer			
Place:			
Date:			