



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16C, DWARKA, NEW DELHI-110078

No. GGSIPU/Reg./Misc./2019/ 393

Dated: 05-12-19

CIRCULAR

While dealing with the settlement of the bills of the vendors, it has been observed that the bills are being submitted in the finance & accounts department which pertain to the previous year 2018-19, the annual accounts for which have already been finalized and also approved by the Finance Committee and the Board of Management. Such kind of practice of not submitting the bills within the Financial Year of their issue date disturbs the accounts management and as a result true and fair picture of the expenditure incurred during the particular Financial Year is not reflected.

This also affects the budgetary and revised estimates as in one year the expenditure is lesser and in the next year the expenditure comes to almost double or more than the previous year.

Accordingly it is directed to ensure that the bills be submitted for settlement / payment processing within a period of 7 days of issue / receipt of the bill so that the Annual Account can also be prepared timely and correctly. The vendors may also be suitably sensitized to submit the bills timely.

Ravi Dadhich

(Ravi Dadhich)
Registrar

Copy to:

1. All Deans and Directors, GGSIPU
2. All Branch Heads, GGSIPU.
3. Controller of Finance
4. Controller of Examinations, GGSIPU.
5. Superintending Engineer, UWD, GGSIPU
6. In-charge Library
7. UITS Department – for uploading the same in the University website.
8. A.R. to Hon'ble Vice Chancellor
9. A.R. to Registrar

for upload
AM
06-12-19
TA, UITS