

**MOST URGENT**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SEC-16C, DWARKA, DELHI – 110 078**  
**OFFICE OF THE REGISTRAR**

**File No.:GGSIPU/F&A/2020**

**Dated: 16/01/2020**

**OFFICE ORDER**

All the University employees who are claiming rebate on Housing Loan (Principal + Interest) are requested to submit the following document latest by coming Monday i.e. on 20 January 2020:

1. Copy of completion / possession document / Registry mentioning name of claimant.
2. Interest certificate issued by the bank mentioning the name of claimant and address of the property on which loan has been sanctioned.

(Savita Gupta)  
Drawing & Disbursing Officer (DDO)

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU, F.O.I/II Accounts Branch
6. Executive Engineer, UWD
7. Chairman, UITs - for uploading the same on the University website under the link of Accounts Branch.
8. A.R. to Vice Chancellor
9. A.R. to Registrar
10. Guard file.

(Savita Gupta)  
Drawing & Disbursing Officer (DDO)