

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

File No. GGSIPU/CDMS/2018/2021-22/168

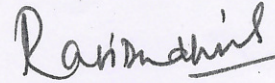
Dated: 13/07/21

**ADVISORY RELATING TO GOVERNING OFFICE WORKING PROCEDURES**

As per the regulation relating to Governing Office Procedures and Delegation of Powers circulated vide University Circular No. IPV/BOM-47/2011/196 dated 01.08.2011 as per Para clause 47 ibid as follows:-

"The Programme (s) and Details of Activities alongwith their tentative costs/ related to any conference (s)/Seminar(s)/Workshop(s)/Collective Event(s) including Excursion/Study Tour (s) shall require prior approval from the Vice-Chancellor. After the approval of the Vice Chancellor, necessary administrative approval and expenditure sanction including that for drawing of advances and settlement of bills shall be carried out with the approval of the Registrar/Vice Chancellor as per the delegated financial powers by the Finance Committee from time to time but only after the same have been duly scrutinized by the Accounts Branch"

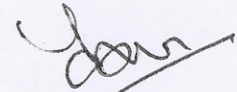
It is therefore advised to strictly follow the Office procedures and Delegation of Powers and seek prior approval of the competent authority as per the set procedure in future.



(Ravi Dadhich)  
Registrar

**Copy to:-**

- (1) Prof. Amarjeet Kaur, Director, CDMS for compliance.
- (2) Assistant Registrar to Hon'ble Vice Chancellor for kind information.
- (3) Assistant Registrar to Registrar for kind information.
- (4) PS to Controller of Finance for kind information.
- (5) In-Charge UITs with the request to upload this advisory on the University website.
- (6) Concerned File.



(Devender Kumar)  
Joint Registrar (Finance)

For upload  
13/07/21  
TA, UITs