



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

Accounts/2014-15/Salary/ 88

Dated: 12/06/14

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.

Besides above, it has also noted that some of the faculties, officers & staff have still not collected their Form 16 (I.Tax) which is available at the reception of the department from 31.05.2014. It is therefore stressed upon all concerned to collect the same at the earliest so that if there is any discrepancy the same may be rectified at the earliest.

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


(Krishan Kumar)
DDO

Copy to

1. Server Room with the request to upload on University website.
2. PS to COF for information.
3. Notice Board.
4. Guard File.