



THE OFFICE OF CONTROLLER OF FINANCE  
GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16 C, Dwarka Delhi – 110075 Website: <http://ipu.ac.in>  
Finance & Account Branch-III

No. F. IPU/Acctts/2012-2013/392

Dated 23.07.2012

The Chairman/ Director,  
All Affiliated Institutes  
GGSIU University

CIRCULAR

Subject: Settlement of Admission Fees Accounts – reg.

Sir,

It has been observed that while forwarded the case for settlement of fee accounts for pervious years by the institutes, the same are not duly supported with the deletion order issued by the academic branch.

In this regard, it is to inform you that being a policy matter only those cases for refund of admission fee on account of cancellation of admission are considered by Finance & Accounts Branch which were considered and approved by Academic Branch of the university.

It is, therefore, requested that before forwarding the case for the fee account settlement of previous year, it may please be ensured that the necessary deletion orders issued by the Academic Branch in respect of those students whose claim for refund are being preferred, must be properly appended with the case so as to settle the issue at an early date by Finance & Accounts Branch.

This issues with the approval of Controller of Finance.

Yours faithfully,

(VIJENDRA SINGH)  
Section Officer (F&A)

Copy :

✓ Incharge – Server Room to upload the same on the University website under the link of Accounts Branch