



**OFFICE OF THE CONTROLLER OF FINANCE**  
**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka Delhi – 110078 Website: <http://ipu.ac.in>  
**Finance & Account Branch**

F.No.: GGSIPU/Accounts/2013-14/175

Dated: 19.06.2013

**Drawn of Advance**

It has been observed that most of the request for advance drawl are submitted in the Accounts Department at eleventh hours without giving sufficient time for arranging sufficient funds from Bank. This practice causes un-necessary delay in payment and some times defeat the very purpose of advance.

It is, therefore, desirable on the part of all concerned to ensure submission of requisition of advance form earliest, atleast by the giving one day time, so that advance amount may be readily available on the day of activity.

Co-operation on the subject is highly solicited from all concerned in the smooth and efficient working on the subject matter.

**(S.K. Tanwar)**  
**Controller of Finance**

**Copy to:-**

1. All Deans/Directors, GGSIPU
2. All Heads of School/Branch/Deptt., GGSIPU
3. Controller of Examinations, GGSIPU
4. Superintending Engineer, UWD, GGSIPU
5. Librarian, GGSIPU
6. Chairman, UCITIM – for upload the same in the University website under the link of A/c Branch
7. Dy. Registrar, Public Relation, GGSIPU
8. Medical Officer, GGSIPU
9. F.O.I/II/UWD
10. P.S. to Hon'ble Vice Chancellor
11. P.S. to Worthy Registrar
12. Guard File

**(Shailesh Gupta)**  
**Finance Officer**