



**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
DWARKA, DELHI - 110 075.

File No.: IPU/A/cs./2011-12/L-529

Dated: 03.10.2011

ACCOUNTS BRANCH
Office Order

It is informed to all concerned that the following time schedule will be maintained by the Accounts Branch in disposing/completing of the following proposals received in the Accounts Branch:-

1. Files/proposals received for concurrence /comments/examination/ approval	Maximum 7 working days excluding the date of its receipt
2. Release of payment on receipt of Sanction Order.	Maximum 3 working days excluding the date of its receipt
3. All reimbursement claim related to Telephone, Mobile phone, Newspapers & Internet, Conveyance and payment of fixed honorarium claim	Claim received upto 10 th of every month will be paid by 15 th of every month.

Though all out efforts would be made to adhere to the above mentioned time limit but in case any delay is noticed, it may be brought to the notice of undersigned at cof@ipu.edu For any problem/suggestion relating to the Accounts Branch, the undersigned will be available on all working days (except Monday) from 11.30 a.m. to 12.30 p.m. without any prior appointment.

(S.K. Tanwar)
Controller of Finance

Copy to:

1. All Deans, GGSIPU (SBT/SCT/SBAS/SIT/SEM/SMS/SLLS/HSS/EDN/ CMS)
2. Principal, IGIT,
3. Registrar, GGSIPU
4. All Directors, GGSIPU.
5. Controller of Examinations, GGSIPU
6. OSD to Hon'ble Vice Chancellor, GGSIPU
7. Superintending Engineer, UWD, GGSIPU
8. Librarian, GGSIPU
9. Joint Registrar/ Assistant Registrar/ Section Officer, GGSIPU
10. IPRO, GGSIPU.
11. Incharge, Server Room to download this Order on University website.

(S.K. Tanwar)
Controller of Finance