



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/

Dated: 28.03.2013

OFFICE ORDER


**Sub.: - Allocation of BE 2013-14 and introduction of revised proforma of
Sanction Order and Expenditure Control Register.**

Board of Management in its 53rd meeting held on 15.03.2013 has approved the Budget Estimates for the Financial Year 2013-14. A copy of approved budget allocations related to your School/deptt is enclosed herewith for incurring expenditure in the Financial Year 2013-14. It was also decided in the meeting that whenever a meeting of the Finance Committee takes place, an expenditure statement upto the preceding months / quarterly alongwith budget allocations may be submitted to the Finance Committee for its review so that periodic review of utilization of allocated funds is ensured.

Therefore need for further strengthening of budgetary control system in the University has been felt. A new proforma for conveying or according the sanctions and a separate register for recording expenditure details by the respective Schools/Depts. etc to maintain uniformity and monitoring of budget progress have approved for implementation from 1st April, 2013 onwards.

This expenditure control register will provide details of allocated funds, progressive expenditure and further balance fund for utilization by the Schools/Depts. at a glance. Proforma for revised 'Sanction Order' and 'Expenditure Control Register' are enclosed for necessary action and in case of any guidance, please contact this office.

This issue with the concurrence of Hon'ble Vice Chancellor.


(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./II/UWD
10. P.S. to Hon'ble Vice Chancellor
11. P.S. to Worthy Registrar
12. Guard File

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DWARKA, NEW DELHI -110075

SANCTION WISE EXPENDITURE CONTROL REGISTER FOR THE FINANCIAL YEAR 2013-14

NAME OF THE SCHOOL/DEPARTMENT/SECTION.....

S.NO.	Subject of sanction	Date and dispatch no.	Sub-heads of Expenditure													dealing asst.	Dean/ Incharge
			Purchase of Lab. Chem. & Equipments	AMC & Insurance	Repair & Maintenance	Meeting & Seminar	Hospitality	Payment of Guest faculty	10	11	12	13	TOTAL				
1	ALLOCATION		200000	250000		200000	100000	24000	50000						824000	sd/-	sd/-
2	Insurance of Equip	212/26.03.13		12500											12500	sd/-	sd/-
	Chemical Purchases	214/26.03.13	18600												18600	sd/-	sd/-
	BALANCE		181400	250000		200000	100000	24000	50000	0	0	0	0	805400	sd/-	sd/-	

NOTE

- IT MAY BE NOTED THAT EXPENDITURE HAS TO BE BOOKED IN THIS REGISTER ONLY FOR THE HEADS UNDER WHICH FUNDS HAVE BEEN ALLOCATED TO THE RESPECTIVE SCHOOLS/DEPARTMENT/SECTIONS
- BALANCE OF AVAILABLE FUNDS HAS TO BE BOOKED OUT ON POSTING OF EACH SANCTION IN RED INK
- ALL THE ENTRIES IN THE EXPENDITURE CONTROL REGISTER ARE REQUIRED TO BE ATTATED BY DEAN/DIRECTOR/ SECTIONAL HEAD AS THE CASE MAY BE
- NECESSARY SUB HEAD MAY BE OPENED AS PER THE REQUIREMENT
- S.NO. OF THIS EXPENDITURE CONTROL REGISTER HAS TO BE INVARIABLY MENTIONED IN ALL THE SANCTION FORWARDED TO FINANCE & ACCOUNTS DEPT. FOR RELEASE OF PAYMENTS
- ENTRY OF ALLOCATION OF FUNDS AS WELL AS WORKING OUT OF BALANCE ON THE END MAY BE MADE IN THE EGR WITH RED PEN ONLY



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

{name of the USS/Deptt.}

No. F()/IPU/.....

dated :.....

OFFICE ORDER

Sanction of, obtained/accorded in File No.....
datedis hereby conveyed for incurring an expenditure of Rs.
(Rupeesonly) on account of

The expenditure involved is debit to the budget head “.....” and
has been entered in the USS/Deptt. Expenditure Control Register at Page No....., S.No.....:-

(in Rupees)

Budget Head of Account as available in the BE/RE for the financial year 2013-14	Amount allocated	Expenditure incurred till date (prior to this sanction)	Expenditure including this sanction

Signature, name & designation
of the Officer with office seal

Copy to:-

1. Finance Officer, GGSIPU with the request to release above expenditure through e-payment as per bank data attached/already provided/as a reimbursement to M/s./Shri /adjustment of advance drawn by Shri/Smt..... on towards
2. Controller of Finance for information
3. Administrative Head of concerned department.
4. Guard file

Signature, name & designation
of the Officer with office seal

(Encl: Bills/Vouchers/Claims in support of endorsement No.1)