



**GURU GOBIND SINGH  
INDRAPRASTHA UNIVERSITY**

DWARKA, DELHI-110 075.

**Finance & Accounts Department**

**File No.: GGSIPU/COF/2013**

**Dated: 23<sup>rd</sup> May, 2013**

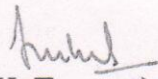
**OFFICE ORDER**

**Sub: Orientation Programme for maintaining Expenditure Control Register, issuing Sanction Orders and utilization of Budget etc.- regarding.**

Refer to the Office Order No. GGSIPU/Accounts/2013 dated 28.03.2013 whereby allocation of BE 2013-14, revised performa of Sanction Order and new performa of Expenditure Control Register were issued to all respective Schools / Branches of the University. It has noticed that many Schools / Departments / Branches have not been maintaining Expenditure Control Register in the format as prescribed in the aforesaid office order issued by the Accounts Branch. Further, it has also felt that persons responsible for maintaining Expenditure Control Register and handling of budget / funds are finding it difficult to maintain relevant records and manage allocated funds as per the approved allocation by the Board of Management. Therefore, it has been decided that the persons who are actually managing the Expenditure Control Register and budget / funds related issues may be oriented in the relevant subject. An Orientation Programme is organized by Accounts Department of the University as per the detail given below:

S. No.	Department / School	Date	Venue
1	One Representative from each University School of Studies	4 <sup>th</sup> June, 2013 at 10:30 to 12:30 P.M.	Tender Committee Room of the Accounts Branch
2	One Representative from each Departs / Branches	4 <sup>th</sup> June, 2013 at 02:30 to 04:30 P.M.	Tender Committee Room of the Accounts Branch

Hon'ble Vice Chancellor has directed that all the Deans / Directors / Head of Departments may depute one representative of their School / Department / Branch who is handling aforementioned subject to attend the Orientation Programme on the above mentioned date and time. Name of the deputed person may be intimated to Accounts branch by 31<sup>st</sup> May, 2013. They should also bring with them Expenditure Control Register and other relevant details of their concerned School / Department / Branch.

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

Copy forwarded to:-

GURU GOBIND SINGH

INDRAPRASTHA UNIVERSITY

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Superintending Engineer, UWD, GGSIPU
6. Librarian, GGSIPU
7. Dy. Registrar, Public Relation, GGSIPU
8. Chairman, UCITIM – requesting for uploading the same in the University Website under the link of Accounts Branch.
9. F.O./II Accounts Branch
10. Superintendent Engineer / Executive Engineer, UWD
11. P.S. to Vice Chancellor
12. P.S. to Registrar
13. Guard file.

Date: 23<sup>rd</sup> May, 2013

  
(Shailesh Gupta)  
Finance Officer-II

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(S.K. Tanwar)  
Controller of Finance