



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, DELHI - 110 078

File No.: IPU/COF/2013-14/176

Dated: 19/06/13

OFFICE ORDER

Reference is invited to the Office Order No. GGSIPU/COF/2013/37 dated 10.04.2013 and No. GGSIPU/COF/2013/120 dated 17.05.13 whereby certain standardized forms of various activities were notified.

Following three forms have also been approved by competent authority to be used for all related activities in the University with immediate effect.

- Form No. 13 For Reimbursement Newspaper / Magazine Charges
- Form No. 14 Bill Form for Settlement of Advance Drawn
- Form No. 15 Travelling Allowance Bill for Local Journey / TA

It may be noted that complete set of Form 1 to Form 15 has been made available on the link of Finance & Accounts Department on the University Website.

Encl: As above

(S.K. Tanwar)

Controller of Finance

Copy to:-

1. Deans, GGSIPU (SBT/SCT/SBAS/SIT/SEM/SMS/SLLS/HSS /EDN. /CMS)
2. All Directors, GGSIPU.
3. Registrar, GGSIPU
4. Controller of Examinations, GGSIPU
5. All Joint Registrar (Affiliation/Purchase/Academic/Co-Ord./Estate)
6. ADR (Stores/ Purchase), GGSIPU.
7. Superintending Engineer, UWD, GGSIPU
8. Librarian, GGSIPU
9. IPRO, GGSIPU
10. F.O.I/II/UWD
11. PS to Hon'ble Vice Chancellor
12. PS to Registrar
13. Guard file.

14. Server Room (for uploading these forms
on Accounts webpage)

(Shailesh Gupta)

Finance Officer