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/dept 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, UCUITIM – 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2020</td>
<td>00480</td>
<td>Rent</td>
<td>0</td>
</tr>
<tr>
<td>01/02/2020</td>
<td>00510</td>
<td>Utilities</td>
<td>0</td>
</tr>
<tr>
<td>01/03/2020</td>
<td>00520</td>
<td>Insurance</td>
<td>0</td>
</tr>
<tr>
<td>01/04/2020</td>
<td>00530</td>
<td>Depreciation</td>
<td>0</td>
</tr>
<tr>
<td>01/05/2020</td>
<td>00540</td>
<td>Supplies</td>
<td>0</td>
</tr>
<tr>
<td>01/06/2020</td>
<td>00550</td>
<td>Repairs</td>
<td>0</td>
</tr>
<tr>
<td>01/07/2020</td>
<td>00560</td>
<td>Salaries</td>
<td>0</td>
</tr>
<tr>
<td>01/08/2020</td>
<td>00570</td>
<td>Interest</td>
<td>0</td>
</tr>
<tr>
<td>01/09/2020</td>
<td>00580</td>
<td>Rent</td>
<td>0</td>
</tr>
<tr>
<td>01/10/2020</td>
<td>00590</td>
<td>Utilities</td>
<td>0</td>
</tr>
<tr>
<td>01/11/2020</td>
<td>00600</td>
<td>Insurance</td>
<td>0</td>
</tr>
<tr>
<td>01/12/2020</td>
<td>00610</td>
<td>Depreciation</td>
<td>0</td>
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<tr>
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<td>00620</td>
<td>Supplies</td>
<td>0</td>
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<td>Repairs</td>
<td>0</td>
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<td>Salaries</td>
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</tr>
<tr>
<td>01/16/2020</td>
<td>00650</td>
<td>Interest</td>
<td>0</td>
</tr>
</tbody>
</table>

**ACTION**

- 2: Paid out of budget
- 1: Paid out of budget
- 0: Paid out of budget

**SAAN JAWAHAR SINGH INDRAPRASTHA UNIVERSITY, DHARMA NEW DELHI - 110079**

**NOTE**

- All entries are to be recorded in the register.
- Any changes made in the register should be noted in the register.
- The register should be kept in a safe place.
- The register should be signed and dated by the person responsible for the entries.
Guru Gobind Singh Indraprastha University  
Sector-16C, Dwarka, Delhi- 110078

{name of the USS/Deptt.}

No. F(…) /IPU/…………………

OFFICE ORDER

dated :……………….

Sanction of  ………………………..……………, obtained/acceded in File No…………………
dated ………………………..is hereby conveyed for incurring an expenditure of Rs.………………
(Rupees ……………………………………………only) on account of
……………………………………………………………………………………………………..………………

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

(in Rupees)

<table>
<thead>
<tr>
<th>Budget Head of Account as available in the BE/RE for the financial year 2013-14</th>
<th>Amount allocated</th>
<th>Expenditure incurred till date (prior to this sanction)</th>
<th>Expenditure including this sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)