

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Dwarka, New Delhi-110078

Office of the Controller of Finance



File No.: IPU/COF/2017/ 436

Dated: 20th February, 2017

CORRIGENDUM

This is corrigendum to the earlier issued Office Order vide No. IPU/COF/2017/424 dated 10th February, 2017 for immediate compliance amongst the concerned staff.

Additions are hereby made in the work allocation as per following details:-

1. **Sh. Sandeep Sharma, Cashier:**
 - a) Preparation and maintenance of Register of Rent / Licence Fee/Electricity & Water Charges of the University property.
 - b) Issue of Notices to the concerned Branch of the University on default of any of the amount towards Rent / Licence Fee / Electricity & Water Charges of the University property.
2. **Ms. Ekta Bhatnagar, General Assistant (Accounts):**
 - a) Submission of Income Tax Return of all employees after getting relevant details from Sh. Sanjiv Kumar and Sh. S.S. Rawat.
3. **Sh. Sanjiv Kumar, Jr. Assistant:**
 - a) Calculation and deduction of Income Tax for the relevant staff and timely submission of details to Ms. Ekta Bhatnagar.
4. **Ms. Kusum, General Assistant (Accounts):**
 - a) Bank reconciliation of CPF Trust Fund Accounts.

Deletions are hereby made in the work allocation as per following details:-

1. **Sh. Sanjiv Kumar, Jr. Assistant:**
 - a) Submission of Income Tax Return of all employees after getting relevant details from Ms. Ekta Bhatnagar and Sh. S.S. Rawat.


(S.K. Tanwar)
Controller of Finance

Copy to:

1. All FO's / AAO's / SO
3. All dealing assistant
4. Server Room for uploading on the University Website
5. Notice Board
6. PA to COF / Guard file.