



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

No. GGSIPU/COF/2016/ 586

Dated: 16th March, 2016

**OFFICE ORDER**

Attention of all the Schools, Department and Branch Heads is drawn that very few working days have been left in the financial year 2015-16 end. Taking into accounts the situation and target for the timely closing of the Financial Year 2015-16, it is stressed upon your goodself that every effort may be made for submission of all the sanctions and vouchers, complete as per rules, on day to day basis and all the efforts may be made to clear the liability of financial year 2015-16 by 31st March, 2016. In case of any lapse, the matter may require the re-concurrence of higher authority, besides delay in finalization of Annual Accounts.

Accordingly this office will remain working on all the weekends during the normal office hours upto 1st April, 2016. However, this office will remain closed on all the gazetted holidays falling during the period, if any.

Your cooperation is solicited.

**(S K TANWAR)**  
**Controller of Finance**

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS).
2. All Directors, GGSIPU
3. All Heads of School / Branch /-Deptt., GGSIPU.
4. Controller of Examinations, GGSIPU.
5. Executive Engineer, UWD, GGSIPU / Librarian, GGSIPU
6. In-charge (Personnel / Purchase) / Medical Officer, GGSIPU
7. A.R. to Hon'ble Vice Chancellor / A.R. to Registrar
8. FOs/DDO/AAOs/SO, Finance & Accounts Department.
9. UITS Department – for uploading the same in the University website.