

 GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY	GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY (Govt. of NCT of Delhi) SECTOR 16-C, DWARKA, NEW DELHI – 110 078 <u>FINANCE & ACCOUNTS DEPARTMENT</u>	 GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
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No. F2(1)(21)/F&A/2026/3867

Dated: 14th August, 2026

CIRCULAR

Sub: Submission of Earnest Money Deposit (EMD) / Security Deposit (SD) / Performance Security (PS) etc. for verification to the F&A Deptt. before release.

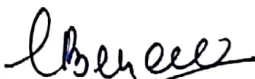
It has been observed that information regarding Earnest Money Deposit (EMD) / Security Deposit (SD) / Performance Security (PS) received in the University from firms/organizations are not being submitted to the Finance & Accounts Department for verification / confirmation. After the process of the tendering is over, the Deans/ Directors / Heads of the Department are submitting the file for refund of EMD / SD / PS after a gap of about 6 months, the process is cumbersome first to identify the receipts, book the entries and then refund the EMD / SD / PS.

The release of EMD, Security Deposit (SD), and Performance Security (PS) without proper verification is creating difficulties in reconciliation, as these amounts are not being booked under the appropriate heads of account at the time of their release.

In order to maintain an up-to-date record of Earnest Money Deposits (EMD), Security Deposits (SD), and Performance Security (PS), and to ensure their timely accounting, all Deans, Directors, and Heads of Departments may submit the EMD/SD/PS files for receipt confirmation immediately after last date of the tender. It is further informed that the **"Financial Bid shall not be opened"** unless the receipt confirmation by F&A Department. The Finance & Accounts Department would also proactively verify the EMD/SD/SD to facilitate the tender process on a time bound manner.

The advisory shall be scrupulously adhere by all the Deans / Directors / Heads of the Department of the University.

This issues with the approval of the Competent Authority.


(Pitambar Behera)
Controller of Finance

Copy to:

1. All Deans / Directors, University School of Studies / Centres, GGSIPU.
2. All Heads of Departments, GGSIPU.
3. UITS - for uploading the same on the University website.
4. AR to VC – for the kind information of Hon'ble Vice Chancellor.
5. SO to OSD to VC – for the kind information of OSD to VC.
6. AR to Registrar – for the kind information to Registrar
7. Concerned Officers / Staff, Finance & Accounts Department.
8. Guard file.