

|  |   |  |
|--|---|--|
|  <p>GURU GOBIND SINGH<br/>INDRAPRASTHA<br/>UNIVERSITY</p> | <p><b>GURU GOBIND SINGH<br/>INDRAPRASTHA UNIVERSITY<br/>(Govt. of NCT of Delhi )</b><br/>SECTOR 16-C, DWARKA, NEW DELHI – 110 078<br/><b><u>FINANCE &amp; ACCOUNTS DEPARTMENT</u></b></p> |  <p>GURU GOBIND SINGH<br/>INDRAPRASTHA<br/>UNIVERSITY<br/>NEW DELHI</p> |
|--|---|--|

No. GGSIPU/COF/2025-26/ 563

Dated: 11<sup>th</sup> March, 2026

**CIRCULAR**

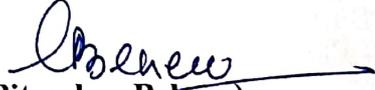
Attention of all the Deans/Directors/HODs is invited to the fact that the Finance & Accounts Department intends to clear all files, sanction orders, etc., in order to ensure the timely closing of the Financial Year 2025–26 on 31 March 2026.

In this connection, it is requested that every effort may kindly be made to ensure submission of all concurrence files and details of committed liabilities, if any, by 25.03.2026. Further, all sanction orders and other files related to payments should be submitted by 27.03.2026 for the timely completion of work in the Finance & Accounts Department, as per rules, before the end of the current financial year.

It may also be noted that the Finance & Accounts Department will remain open on 21.03.2026 (Saturday) and 28.03.2026 (Saturday) during normal office hours. However, the office will remain closed on any other gazetted holidays falling during this period, if any.

Further, the Officers [Consultant (F) / AR (F) / AR (Receipt) / AFOs / SOs] are directed to ensure that all pending matters in their respective sections are cleared on a day-to-day basis for the smooth closing of the Financial Year 2025–26.

All Deans, Directors, and Branch Heads are requested to kindly submit all concurrence files, sanction orders, etc., within the stipulated time for the proper closing of the Financial Year 2025–26.

  
(Pitambar Behera)  
Controller of Finance

**Copy to:-**

1. All Deans / Directors (USS & EDC) / HODs of the Departments.
2. Superintendent Engineer, UWD, GGSIPU
3. Head, UITS - for uploading the same on the University website.
4. AR to VC – for the kind information to Hon'ble Vice Chancellor.
5. AR to Registrar – for the kind information to Registrar.
6. S.O. to OSD – for the kind information to OSD to VC.
7. Guard file.

  
(Sitaram)  
Section Officer