



GAUHATI UNIVERSITY
GOPINATH BARDOLOI NAGAR :: GUWAHATI-14.
FINANCE DEPARTMENT

NOTIFICATION

Dtd: 17-03-2017

It is observed that a considerable number of bills/proposals received in the office of the Finance Officer, GU are not signed with date, designation and official seal etc wherever necessary. This creates a lot of problem in record keeping, financial internal auditing and monitoring the pendency of each case.

It is therefore, requested that henceforth, all documents submitted to this office should be properly signed, dated with designation and official seal, etc wherever applicable.

In particular, officers and staff of the office of the Finance Officer are also requested to follow this financial guideline without fail as a mark of "Good Governance".

It is also requested that while submitting any bill/application to the Finance Officer, an acknowledgement of receipt is invariably obtained from the concerned official to ensure responsibility.

This is issued with the approval of Hon'ble Vice Chancellor, GU dated 16-03-2017.


(D.N. Sarma)

Finance Officer, GU

Memo No. GU/FIN/CIR & Notification/8979-28

Date : 16.03.17

Copy forwarded for information & necessary action to :-

1. The Rector, GU
2. All the Heads of the Academic and Administrative Deptt., GU
3. The Registrar, G.U.
4. Secy. to the University Classes, GU
5. The Superintending Engineer(i/c), G.U.
6. The Director, GUIST/IDOL
7. Principal Law College, GU
8. Secy. to the V.C, GU
- ✓ 9. The Joint Registrar with a request to upload the notice in GU website.


(D.N. Sarma)

Finance Officer, GU

Handwritten notes:
2016 Cell
19/3/17