



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SEC-16C, DWARKA, DELHI – 110 078

File No.: GGSIPU/Finance & Accounts/2019 411

Dated: 18.12.2019

**OFFICE ORDER**

**Sub: Regulations for attending of training programme / workshop / seminar / conference by Officers / Official (Non-teaching Employees) of the University.**

The Board of Management in its 70th meeting held on 15 October 2019 (Agenda Item No. 70.30) on the recommendations of the Finance Committee has approved the Regulations for attending of training programme / workshop / seminar / conference by Officers / Official (Non-teaching Employees) of the University with the suggestion that the approval of Hon'ble Vice Chancellor shall be granted on case to case basis, while ensuring the smooth and unhindered functioning of the work. The Regulations approved for attending short term/ long term training programme such as workshop, seminar/ symposia, conference etc. by Officers/ Official (Non teaching Employees) of the University 2019 are enclosed at **Annexure-A**.

These Regulations shall come into force on the date of approval of Board of Management i.e. 15 October 2019.

*Ravi Dadhich*  
(Ravi Dadhich)  
Registrar

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU, F.O.I/II Accounts Branch
6. Executive Engineer, UWD
7. Chairman, UITS - for uploading the same on the University website under the link of Accounts Branch.
8. A.R. to Vice Chancellor
9. S.O. to Pro Vice Chancellor
10. A.R. to Registrar
11. Guard file.

*Prabhat Mishra*  
(Prabhat Mishra)  
Assistant Registrar (F&A)

*For upload*

*TA*  
*18-12-19*

*TA, UITS*

## ANNEXURE-A

**Regulations for attending the short term/ long term training programme such as workshop, seminar/ symposia, conference etc. by Officers/ Official (Non teaching Employees) of the University.**

1. **Purpose:** This Regulation shall enable Officers/ Official (Non teaching Employees) of the University to attend short term/ long term training programme such as workshop, seminar/ symposia, conference, part time courses etc.
2. **Applicability:** These Regulations shall apply to all regular and contractual Officers/ Officials (non teaching employees) and also to those who are on deputation to the University.
3. **Eligibility:** The non-teaching employee who have completed one year of regular service or two years of deputation service or eight years of contractual service shall be eligible to apply and shall be permitted to attend training program/ seminar/ workshop/ conference at national and international level as under.

Pay level in Pay matrix	Delhi and NCR (Each Financial Year)	Within Country (Each Financial Year)
10 and above	2	1
9 & below	2	1

4. **Nature of Financial Assistance:** The financial assistance provided under these regulations shall be used for meeting the following expenses:
  - (i) Participation fee/ registration fee.
  - (ii) The TA/DA in accordance with the Travelling Allowance Rule, Govt. of India as prescribed time to time for respective employees of Pay level in Pay matrix.
  - (iii) In case the accommodation/ food etc. are provided by the organizers in that case the employee will not be eligible for DA during that period.
  - (iv) For attending international training programme, a special permission can be granted by the Hon'ble Vice Chancellor on case to case basis, once in two years for each employee in pay level 11 or above (7th CPC). For this purpose, the provisions under "regulation for financial assistance to faculty members at National and International conference/ seminar/ symposia" shall be applicable to the employee of the University.
5. **Procedure to apply:** The employee shall apply for such training program through proper channel. The Personnel branch shall put-up to the competent authority for approval. The permission for employee up to the level of 9 shall be granted by Registrar and employees of level 10 and above; the permission shall be obtained from the Hon'ble Vice Chancellor.

The application should be accompanied by:

*Ravi Mishra*

- (i) Documents providing information about the training programme, including the website address, theme, name of the organising institution/ society/ academy, dates and venue
- (ii) Travel itinerary and the plan for extended (Prior and/or after) stay, if any
- (iii) Tentative budget for attending training programme
- (iv) Details of external financial assistance such as travel, registration, boarding, loading, if any.

The employee shall only attend the training programme with the prior approval of the Competent Authority.

6. **Leave:**

- i) The duration of the training program and travelling day(s) shall be counted under the duty leave.
- ii) An employee may extend (prior and/or after) his/ her stay at the location of conference/ workshop upto maximum of seven days. However, no duty leave shall be granted for this extended period. The employee will take his/ her personal leave, as applicable and no DA will be provided for extended period.

7. **Procedure for Release/ settlement of account:**

- (i) Once an application for attending training programme is approved by the competent authority, the Personnel Branch would convey the sanction to the employee. The employee may then draw an advance as per the University norms and/ or seek as an official sanction order and/or no objection for visa, etc. for the Personnel branch.
- (i) After returning from the training programme, the employee shall submit the sanction order along with the claim bill in the proforma prescribed by the Finance and Accounts Branch, along with supporting bills/ receipts/ boarding passes, etc. along with a certificate/ proof of participation from the organisers through the proper channel to the Finance and Accounts Branch. The Finance and Accounts Branch shall send the certificate/ proof of participation from the organisers and the employee's report about the training programme to the Personnel Branch after processing the payment. The employee shall also provide details of any assistance received or facilities provided by the organisers of the training programme or any other similar Indian/ foreign agency, if applicable. Financial assistance received/ to be received in cash from other agencies or in kind by way of waiver of registration fee, free accommodation etc. cannot be claimed from the University.

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*Ravi Mehra*