



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector-16 C, Dwarka, New Delhi-110078, [www.ipu.ac.in](http://www.ipu.ac.in)

[General Administration Branch]

F.No.: IPU/Misc./2019-20/1021

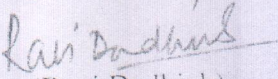
February, 2020

## ORDER

**Sub: Regarding optimum utilization of the transport facility**

- 1 All department heads / schools must send the requisitions in advance and timely communicated to GA Branch. In case of emergent official work, when stipulated booking time is not available, officer/official may book the OLA/UBER etc. cabs and take reimbursement (directly) from the Accounts Branch after submitting the proof of official journey as per rule. In such cases, the approval of the competent authority to attend that official work must be there.
- 2 Further, to attend official meeting at DHE, DTTE, Delhi Secretariat, East Campus, High Court, Exam Centers, other offices/departments and university related official activities, it should invariably be ensured that the vehicle requested to report at the residence in the morning (before office hours) is released after reaching the University campus. The user should ensure that the distance and places travelled is correctly reflected in the duty slip by the operator as the user has to certify the same.
- 3 To the extent possible, vehicle shall be pooled for optimal/economical use of University vehicle irrespective of their designation.
- 4 All should ensure optimum utilization of the transport facility and wherever possible, the journey be suitably planned in the most economical manner

All the officers are requested to adhere with the approved guidelines for the usage of University vehicles.

  
(Ravi Dadhich)  
Registrar

Copy for information and necessary action to:

1. All Deans / Directors
2. Proctor
3. Chief Warden
4. Controller of Finance
5. Controller of Examinations
6. Librarian
7. DSW
8. All HODs / Branch In-charge / Executive Engineer, UWD /All Wardens
9. AR to Vice Chancellor- for kind information of the Hon'ble Vice Chancellor
10. AR to Registrar
11. In-charge, UITS
12. Guard File