



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
FINANCE & ACCOUNTS DEPARTMENT

GGSIU/COF/2021/130

Dated: 30-07-2021

OFFICE ORDER

In supersession of all earlier Orders governing Perks & Privileges relating to Brief Case/ Ladies Purse, following are the revised guidelines pursuant to the decision of the Board of Management in its meeting held on 15.10.2019:-

(Brief Case / Ladies Purse) – On Reimbursement Basis

Pay level of the regular officers of the University	Ceiling
Pay level (apex) as per UGC regulations issued from time to time	No Ceiling
Pay level 14 and 15	Rs.10,000/-
Pay level 13	Rs. 6,500/-
Pay level 12	Rs. 5,000/-
Pay level 11	Rs.4,000/-
Pay level 8, 9 and 10	Rs.4,000/-

Notes:

1. This Order shall be applicable to the administrative staff/ designated administrative staff of the University.
2. No advance will be given for purchase of brief case / ladies purse. It will be on reimbursement basis after stock entry in Store Branch.
3. The officer(s) shall be eligible for replacement after 3 years without surrendering the previous one.
4. The above facility/ reimbursement shall not be allowed if the same is being availed from any other source of fund of the University.
5. The claim may be preferred in the format already approved earlier.

(Ravi Dadhich)
Registrar

Copy to:-

1. All Deans/ Directors, GGSIPU
2. Controller of Examinations, GGSIPU
3. Librarian, GGSIPU
4. Project Engineer, UWD, GGSIPU
5. All Departmental Heads/ Branch Heads, GGSIPU
6. AR to Vice Chancellor, GGSIPU
7. PA to Controller of Finance, GGSIPU
8. Head (UITS) with the request to upload the Office Order on the University website.
9. Notice Board (Finance & Accounts Branch), GGSIPU
10. Guard file.

(Prabhat Mishra)
Assistant Registrar (F&A)