



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
FINANCE & ACCOUNTS DEPARTMENT

GGSIPI/COF/2021/

Dated: 30-07-2021

OFFICE ORDER

In supersession of all earlier Orders governing Perks & Privileges relating to Purchase of Mobile Handset, following are the revised guidelines pursuant to the decision of the Board of Management in its meeting held on 15.10.2019:-

(Mobile Handset) – On Reimbursement Basis

Pay level of the regular officers of the University	Ceiling (life of the mobile handset -3 years)
Pay level (apex) as per UGC regulations issued from time to time	No Ceiling
Pay Level 14 and 15	Max. of Rs.25,000/-
Pay Level 10 to 13	Max. of Rs.15,000/-

Notes :-

1. This Order shall be applicable to the administrative staff/ designated administrative staff of the University.
2. The office shall be eligible for grant of new mobile hand set after 3 years. A depreciation of 33^{1/3} % shall be allowed per year on straight line method.
3. This facility may also be extended to other official(s) of the University on functional requirement basis after taking into account responsibility assigned to them.
4. No advance will be given for purchase of Mobile Handset. It will be on reimbursement basis after stock entry in Store Branch.
5. The above facility/ reimbursement shall not be allowed if the same is being availed from any other source of fund of the University.
6. 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)