



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**FINANCE & ACCOUNTS DEPARTMENT**

GGSIU/COF/2021/

Dated: 30-07-2021

**OFFICE ORDER**

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

**(Mobile, Internet and Landline charges) – On Reimbursement Basis**

Pay level of the regular officers of the University	Mobile/ Internet/ Landline Charges
Pay level (apex) as per UGC regulations issued from time to time	No Ceiling
Pay level 14 and 15	Max. of Rs.4,200/- per month
Pay level 12 and 13	Max. of Rs.3,000/- p.m.
For the incumbents who have been designated as Chairman/Co-coordinators of CCS, CGPC, UIIC, SDC, CAS, UCITIM etc	Max. of Rs.1,900/- p.m.
Pay level 10 and 11	Max. of Rs. 2,250/- p.m.
On functional Requirement a) DDO	Max. of Rs. 500/- p.m.
Dealing hand each in GA/ E&S Branch/ UWD handling booking of Vehicle, Looking Sanitation Services & Security and Maintenance of Univ.	Max. of Rs. 400/- p.m.
Driver	Max. of Rs. 350/- p.m.

**Notes :-**

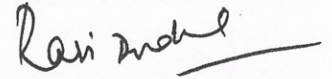
1. This Order shall be applicable to the administrative staff/ designated administrative staff of the University.
2. There will be no separate ceiling for the landline/ mobile broadband/mobile data/data card. The amount reimbursable will cover landline and / or mobile / broadband / mobile data /data card connection and shall be limited to be ceiling prescribed or as per actual whichever is lower. Call charges over and above the ceiling prescribed along with taxes thereon shall be paid by the officers.
3. The amount shall be reimbursed on submission of bills/ receipt by the concerned officer. Officers are at liberty to choose the services provider and the tariff package for residential landline/mobile phones.
4. In case where husband and wife are sharing the same residential landline telephone and both are entitled for reimbursement, only one of them will be allowed reimbursement against the residential landline telephone. The claim for mobile phone charges shall be treated separately for each of the officer subject to the entitled ceiling.
5. Reimbursement for mobile will be restricted to the officer in whose name the mobile connection is registered.
6. Telephone reimbursement will not be admissible in cases of leave ( of any nature) and trainings which are for more than one calendar month (s).
7. 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.

*Ravindra*



8. The above facility/ reimbursement shall not be allowed if the same is being availed from any other source of fund of the University.

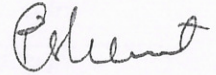
9. The claim may be preferred in the format already approved earlier.



(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)