



**GURU GOBIND SINGH  
INDRAPRASTHA UNIVERSITY**  
**DWARKA, DELHI - 110 075.**

File No.: IPU/COF/2012-13/15

Dated:13.04.2012

**Office Order**

**Subject : Development grant for purchase of Laptop/Tablet to faculty members of GGSIPU.**

On the recommendation of 32<sup>nd</sup> Finance Committee, the Board of Management in its 49<sup>th</sup> meeting held on 22<sup>nd</sup> March 2012 has approved Development grant for purchase of Laptop/Tablet to faculty members of GGSIP university from the financial year 2012-2013 onwards on reimbursement basis. Initial amount for reimbursement has been fixed to a maximum of Rs.40,000 - for a five year period and shall be governed as per separate regulations issued for this purpose.

This issues with the approval of Competent Authority.

  
(S.K. Tanwar)

**Controller of Finance**

**Copy to:**

1. All Deans, GGSIPU (SBT/SCT/SBAS/SIT/SEM/SMS/SLLS/HSS/EDN/ CMS)
2. Registrar, GGSIPU
3. Principal, IGIT
4. All Directors, GGSIPU.
5. Controller of Examinations, GGSIPU
6. OSD to Hon'ble Vice Chancellor, GGSIPU
7. Incharge, Server Room to download this Circular on University website.

  
(S.K. Tanwar)

**Controller of Finance**

**Guru Gobind Singh Indraprastha University  
Dwarka, New Delhi**

**Regulation for providing “Development Grant for purchase of Laptop/Tablet to Academic Faculty of GGSIP University”.**

**Title:**

1. On the recommendation of 32<sup>nd</sup> finance committee, the Board of Management vide its agenda items no49.05(b) approved the proposal for providing grant for the purchase the Laptop/Tablet to the Academic Faculty of G.G.S.I.P. University. These regulations may be called “Development Grant for the purchase the Laptop/Tablet to Academic Faculty of GGSIP University”.

**Applicability:-**

2. These regulation shall apply to Academic Faculty
  - (a) Who are appointed on regular basis.
  - (b) Who are re-employed after retirement (having at least 5 years service before attaining the age of 70)
3. These regulations shall not apply to
  - (a) Who are appointed on Contract basis.
  - (b) Who are on deputation to university.
  - (c) Who are not employed on full time basis.

**Admissibility**

4. (a) Academic Faculty covered under the scheme of these regulations shall be eligible to apply for re-imbursement of the cost of Laptop/Tablet once in 5 years period starting from the financial year 2012-13.
- (b) If a faculty member leave the University during 5 years period, he/ she will refund the balance period's proportionate value of the Laptop/Tablet procured by availing of grant from the university.
- (c) Faculty members who have already been provided Laptop/Tablet from the University or any projects of Govt./ Semi Govt. sources shall not be eligible to receive grant under these regulations. However, after using the Laptop/ Tablet for a period of five years, they will be eligible for the grant.
- (d) If Faculty Member availed grant under these regulations, he/she shall not receive Laptop/Tablet from university, any projects or Govt. /Semi Govt. sources during the five years duration covered for development grant. In case of receipt of Laptop/Tablet, he / she shall refund the proportionate amount of grant received by him/her immediately.

**Quantum of Reimbursement:**

5. (a) The university shall fix a ceiling of the cost of laptop/tablet to be reimbursed to faculty members covered under these regulations. Initial ceiling of the cost of Laptop/Tablet to be

reimbursed has been fixed at Rs.40, 000/- which shall be reviewed by the university from time to time keeping in view the cost of good quality Laptop/Tablet available in the market.

(b) No other charge for maintenance, software etc. will be paid and he/she shall be responsible for its maintenance.

**Implementation of scheme:**

6.(a) The faculty member covered and eligible to receive the grant under these regulations shall apply in the prescribed form as annexed at “A” to Personnel Branch along with details of laptop/tablets and copy of original bill.

(b) Personnel Branch after verifying the information provided by the faculty member with their records will forward the proposal to Finance and Account Branch for its further processing and releasing of grant under these regulations.

(c) Accounts Branch after completing the process of sanctioning the grant will make a note of the grant in a separate register and provide a copy of sanction to Personnel Branch for making an entry in the service book of concerned Faculty Member.

(d). If any information provided by the applicant to receive the grant under these regulations and found to be incorrect at any time, amount of grant received will be refunded immediately along with interest as determined by the university.

**Sanctioning Authority:-**

(7) On the basis of recommendation of the Personnel Section, the Controller of Finance will reimburse the amount of grant under these regulations.

**Interpretation:**

(8) In case of any doubt arises in implementation of these regulations, the interpretations or clarifications as decided by the Hon’ble Vice Chancellor shall be final.



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DWARKA, DELHI – 110 075.**

**Application for availing ‘Development Grant for purchase of Laptop/Tablet to Academic Faculty of GGSIP University’.**

Block Financial Year     -    
(5 Years) To  
    -

1. Name:
2. (a) Designation:  
(b) Pay Band + Grade Pay :
3. Date of regular appointment :
4. Name of the School/Department :
5. If similar grant received earlier then details of the recent previous grant:
  - (a) Date /Month /Year of grant :
  - (b) Description / Model of Laptop Tablet purchased :
  - (c) Amount received :
6. Details of Laptop /Tablet :
  - (a) Model of Laptop/ Tablet :
  - (b) Name & Address of firm :
  - (c) Bill/Receipt Number (Original Copy enclosed) :
  - (d) Date of Purchase :
  - (e) Cost Price of Laptop /Tablet :
7. I may kindly be reimbursed a sum of Rs. \_\_\_\_\_ (in words) \_\_\_\_\_  
\_\_\_\_\_ which I spent for purchase of Laptop/Tablet as per detail  
provided at Serial No.6.
8. It is certified that :
  - (a) I have not issued Laptop/tablet from GGSIP University or from any other Govt./Semi Govt. Sources/Projects etc. & in case of receiving of the same in future, I will inform the fact to Competent Authority.

- (b) I am eligible for receipt of Development Grant for purchase of Laptop/ Tablet as notified vide Office Order No.IPU/COF/2012-13/15 dated 13.04.2012
- (c) I will return proportionate amount of grant if I leave GGSIP University.
- (d) If any information provided above is found incorrect at any time, amount of grant received will be refunded alongwith interest as determined by University immediately.

**(Signature of the applicant)**

**Signature of Dean/Director**

**Forwarded to Personnel Branch**

Details provided by Mr./Mrs.\_\_\_\_\_ Designation \_\_\_\_\_ verified from his/her service records and found to be correct and reimbursement of grant recommended for payment

**(Dealing Asstt.)**

**(Section Officer)**

**(Dy.Registrar/IC(Pers.))**

**Registrar**

Forwarded to Finance & Accounts Branch (COF/F.O./AAO/ Dealing Asstt.)

Reimbursement Claim as submitted by Mr./Mrs.\_\_\_\_\_ Designation \_\_\_\_\_ have checked in pursuance of Office Order \_\_\_\_\_ dated \_\_\_\_\_ and found to be correct.

An amount of Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_ ) may be reimbursed to Mr./Mrs.\_\_\_\_\_ as the **'Development Grant for purchase of Laptop/Tablet'** for purchase of Laptop/tablet model No. \_\_\_\_\_ from M/s. \_\_\_\_\_.

Funds are available under 'Expenditure on assets / Subsidies' – Development grant for purchase of Laptop/Tablet' and would be met from Recurring Expenditure of aforesaid budget head.

**(Dealing Asstt.)**

**(Asstt. Audit Officer)**

**(Finance Officer)**

**Controller of Finance**