



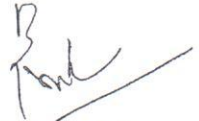
**GURU GOBIND SINGH
INDRAPRASTHA UNIVERSITY**
DWARKA, DELHI-110 075.

File No.: GGSIPU/COF/2012 } 675

Dated: 12.11.2012


OFFICE ORDER

In supersession of all earlier orders issued in connection with perks & privileges to the University functionaries, the revised guidelines as approved by 50th Board of Management (BOM) is enclosed herewith for information and further implementation w.e.f. 1st October, 2012. Specified formats for claiming re-imburement of expenses also enclosed for necessary action.


(Dr. B.P. Joshi)
Registrar

Copy to:-

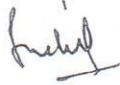
1. All Deans, GGSIPU(USBT/USCT/USBAS/USCIT/USEM/USMS/USLLS/ UHSS/UEDN/UCMS)
2. Principal, IGIT,
3. All Directors, GGSIPU
4. All Heads of School / Branch / Deptt., GGSIPU
5. Controller of Examinations, GGSIPU
6. Superintending Engineer, UWD, GGSIPU
7. Librarian, GGSIPU
8. Dy. Registrar, Public Relation, GGSIPU
9. F.O.I/II/UWD
10. P.S. to Hon'ble Vice Chancellor
11. P.S. to Registrar
12. Guard file.


(Dr. B.P. Joshi)
Registrar

File No. GGSIPU/COF/2012/675
As approved by 50th BOM meeting held on 27.09.2012
effective from 1st October, 2012

ENTITLEMENT OF PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES (ON REIMBURSABLE BASIS)	
Designation	Revised Amount of Conveyance/Transport Allowance
Vice Chancellor	As per actual
Registrar/Controller of Finance/Controller of Exams.	Office Car with a Driver alongwith petrol ceiling of 200 ltr. per month or *Rs.15,000/- per month
Dean /Director/Librarian/ OSD to V.C./Proctor	Rs.7,000/-+D.A. restricted to a maximum of *Rs.12,000/-
Joint Registrar (Functional based)	Rs.5,000+D.A. restricted to a maximum of *Rs.10,000/-

* May be revised with the approval of Hon'ble Vice Chancellor.



File No. GGSIPU/COF/2012/675
As approved by 50th BOM meeting held on 27.09.2012
effective from 1st October, 2012

ENTITLEMENT OF PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES (ON REIMBURSABLE BASIS)	
Designation	Revised Amount of Hospitality
Vice Chancellor	As per Actual
Offices of the following: Registrar/Controller of Finance/Controller of Exams./Librarian/ Chief Engineer/ Deans/ Director/Heads of USS/ Principal IGIT, OSD to V.C./Proctor/Chief warden	Rs.2,500/- per month for office of each Officer
All Branch Heads only (Joint Registrars/ Deputy Registrars/Asstt. Registrars)	Rs.1,500/- per month for office of each Officer
Chairman/Co-ordinators of CCS, CCGPC, UIIC, SDC, CAC, UCITIM	Rs. 1,500/- per month.
PRO	Rs.1,000/- per month

Handwritten signature

ENTITLEMENT OF PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES (ON REIMBURSABLE BASIS)		
Designation	Newspaper / Magazine (Revised)	Brief Case/ Ladies Purse* (Revised)
Vice Chancellor	No ceiling	No ceiling
Registrar/Controller of Finance/Controller of Exams./Librarian/ Chief Engineer/ Deans/Directors/OSD to V.C. and other equivalent Non-Teaching Staff on requirement basis	3 Newspapers & 2 Magazines	Rs. 5,000/-
Joint Registrar / Dy. Registrar	2 Newspapers & 1 Magazines	Rs. 3,500/-
S.O., P.S., Other officers on functional requirement	1 Newspaper	Rs.2,500/-

- * 1. May be eligible for replacement after five years without surrendering the previous one.
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.



ENTITLEMENT OF PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES (ON REIMBURSABLE BASIS)				
Designation	Mobile	Internet	Landline	Mobile Handset (Life 3 Yrs.)
Hon'ble Vice Chancellor	No ceiling	No ceiling	No ceiling	No ceiling
Registrar	<u>Rs.2,500/-</u>			
Controller of Finance/Controller of Exams./Librarian/ Chief Engineer/ Deans/ Directors/ OSD to V.C./ Principal IGIT/ Proctor / Chief Warden	Maximum of Rs.1,500/- per month	* Maximum of Rs.1,000/- per month	*Maximum of Rs.1,200/- per month	Maximum of Rs.15,000/-
Joint Registrar/ Deputy Registrar/Associate Director/Prof. Incharge of schools	Maximum of Rs.900/- p.m.	** Maximum of Rs.500/-	** Maximum of Rs.800/-	Maximum of Rs.10,000/-
Chairman/Co-ordinators of CCS, CGPC, UIIC, SDC, CAC, UCITIM etc	Maximum of Rs.900/- p.m.	Maximum of Rs.500/-	--	--
Medical Officer/ Supdt. Engineer/Ex. Engineer/Hostel Warden /PROand other officer on functionality basis	Maximum of Rs.900/- p.m.	*** Maximum of Rs.300/-	*** Maximum of Rs.500/-	Maximum of Rs.10,000/-
On Functional Requirement a) DDO	Maximum of Rs.500/- p.m.	--	--	--
b) Dealing hand each in GA/ E&S Branch handling booking of Vehicle, Looking Sanitation Services & Security of Univ.	Maximum of Rs.300/- p.m.	--	--	--
c) Staff Car Driver (VC, Registrar, COF, COE)	Maximum of Rs.300/- p.m.	--	--	--

- * Combined expenses should not exceed Rs.2200/- Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa
- ** Combined expenses should not exceed Rs.1300/-. Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa
- *** Combined expenses should not exceed Rs.800/-. Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa

Note: If Officer is entitled to get benefit from more than one assignment, only one entitlement will be effected

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Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, Delhi-75

FULLY VOUCHERED CONTINGENT BILL
{For reimbursement of telephone/internet charges}

Department/Office of :
{V.C.Sectt./Registrar/COF/COE/Director/Deans of University Schools etc...}
For the month of : 201__

S. No.	Description	Bill No. & date	Amount ₹	For Use Of Accounts Deptt.
				Amt. restricted as per entitlement
(a)	(b)	(c)	(d)	(f)
1	Land Line (.....) (Mention the service provider)			
2	Internet (.....) (Mention the service provider)			
(In words) Rupees only.			Total	

Certified that:-

- I certify that I am entitled for re-imbursement of telephone/internet charges as per University Rules.
- to the best of my knowledge & belief, the payments entered in this bill have been duly made to the parties entitled to receive them and relevant sub-vouchers as mentioned in the bill have been annexed.
- the sub-vouchers have been verified/countersigned by me, being the recipient of the reimbursement of the expenses.
- the monetary limits prescribed by the GGSIPU i.r.o. telephone/internet expenses *have not been exceeded/have been exceeded but the reimbursement be restricted to the monetary limit for which I am entitled.

*strike out whichever is not applicable.
In case of computer generated cash bills, in addition to original bills, a legible photocopy of the same duly verified be attached.

P.S./Dealing Assistant

Name & signature of the entitled officer with office stamp.

▶◀▶◀▶◀▶◀▶▶ FOR USE IN FINANCE & ACCOUNTS DEPARTMENT ◀▶◀▶◀▶◀▶◀▶

I have checked the bill w.r.t. to the sub-vouchers and the same is found in order. The claim may be admitted/sanctioned for
₹..... (Rupees only)

Accounts Asst./Accountant

Expenditure/reimbursement sanctioned

A.A.O

F.O



Guru Gobind Singh Indraprastha University
 {an autonomous body under Govt. of NCT of Delhi}
 Sector-16C, Dwarka, Delhi-75

FULLY VOUCHERED CONTINGENT BILL
 {For reimbursement newspaper/magazine charges}
 [Bills will be submitted in quarterly basis]

Department/Office of:
 {V.C.Sectt./Registrar/COF/COE/Director/Deans of University Schools etc...}

For the month of : 201__

S. No.	Description	Bill No. & date	Amount ₹	For Use Of Accounts Deptt.
				Amt. restricted as per entitlement
(a)	(b)	(c)	(d)	(f)
1				
2				
3				
(In words) Rupees only.		Total		

Certified that:-
 1. I am entitled for re-imbusement of Newspaper/magazine charges as per University Rules.
 2. to the best of my knowledge & belief, the payments entered in this bill have been duly made to the parties entitled to receive them and relevant sub-vouchers as mentioned in the bill have been annexed.
 3. the sub-vouchers have been verified/countersigned by me, being the recipient of the reimbursement of expenses.

*strike out whichever is not applicable.
 In case of computer generated cash bills, in addition to original bills, a legible photocopy of the same duly verified be attached.

P.S./Dealing Assistant

Name & signature of the entitled officer with office stamp.

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I have checked the bill w.r.t. to the sub-vouchers and the same is found in order. The claim may be admitted/sanctioned for
 ₹..... (Rupeesonly)

Accounts Asstt./Accountant

Expenditure/reimbursement sanctioned

A.A.O

F.O

