



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

File No.: IPU/COF/2012-13/14

Dated:13.04.2012

Office Order

Subject : Development grant for purchase of miscellaneous items to faculty members of GGSIPU.

On the recommendation of 32nd Finance Committee, the Board of Management in its 49th meeting held on 22nd March 2012 has approved the proposal for providing a separate Development grant to the Faculty Members for maximum amount of Rs.5000/- per annum on reimbursement basis for meeting out expenses on purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. This scheme will be governed according to a separate regulation issued for implementation of this Scheme.

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 pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. to Academic Faculty of GGSIP University".

Title:

1. On the recommendation of 32nd finance committee, the Board of Management vide its agenda items no. 49.05(b) approved the proposal for providing grant for the purchase the pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. to the Academic Faculty of G.G.S.I.P. University. These regulations may be called "Development Grant for the purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. to Academic Faculty of GGSIP University in a financial year".

Applicability:-

2. These regulation shall apply to Academic Faculty
 - (a) Who are appointed on regular basis.
 - (b) Who are re-employed after retirement.
 - (c) Who are on deputation to university.
3. These regulations shall not apply to
 - (a) Who are appointed on Contract basis.
 - (b) 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-imburement of the cost of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. starting from the financial year 2012-13.
- (b) Faculty members who have already been provided above items from the University, any projects of Govt./ Semi Govt. sources shall not be eligible to receive grant under these regulations.
- (c) If Faculty Member availed grant under there regulations, he/she shall not receive pen drive, data card, subscription of newspapers, magazine, journal

and study/reference books etc. from university, any projects or Govt. /Semi Govt. sources during the year.

- (d) Faculty Members may claim for reimbursement only once in a particular financial year and claim will be lapsed if not availed in a particular financial year.

Quantum of Reimbursement:

5. (a) The university shall fix a ceiling of Rs.5,000/- for meeting out expenses on purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. on reimbursement basis to faculty members covered under these regulations.

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 pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. 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 it 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 placing it in the personal file of concerned Faculty Member.
- (d). If any information provided by the applicant to receive grant under these regulations found to be incorrect at any time, amount of grant will be refunded immediately along with interest as determined by 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.

‘ANNEXURE-B’



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

Application for availing ‘Development Grant for purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc.to Academic Faculty of GGSIP University’.

Financial Year

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 to

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1. Name:
2. (a) Designation:
(b) Pay Band + Grade Pay :
3. Date of regular appointment :
4. Name of the School/Department :
5. Details of items purchased for availing of grant:-

Item	Amount Spent	Bill No.
Pen drive		
Data Card		
Subscription of Newspapers, Magazine, Journal		
Study /Reference Books		
Any Other		
Total		

6. I may kindly be reimbursed a sum of Rs. _____ (in words) _____
_____ which I spent for purchase of pen drive, data card,
subscription of newspapers, magazine, journal and study/reference books etc. as
per detail provided at Serial No.5.

7. It is certified that :

- a. I have not issued pen drive, data card, subscription of newspapers, magazine,
journal and study/reference books etc. 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 pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. vide Office Order No.IPU/COF/2012-13/14 dated 13.04.2012.
- c. I will return proportionate amount of grant if I leave GGSIP University or if I proceed on leave for a period exceeding two financial year excluding the year of grant.
- d. If any information provided above is found incorrect at any time, amount of grant 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 pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc.**' for purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc. model No. _____ from M/s. _____.

Funds are available under 'Expenditure on assets / Subsidies' – Development grant for purchase of pen drive, data card, subscription of newspapers, magazine, journal and study/reference books etc.' and would be met from Recurring Expenditure of aforesaid budget head.

(Dealing Asstt.)

(Asstt. Audit Officer)

(Finance Officer)

Controller of Finance