

Approved in 53rd BOM on 15.03.2013
Office Order No. GGSIPU/COF/2013/37

Perks & Privileges to University Functionaries

(As approved in the 53rd Meeting of BOM
held on 15th March, 2013)



Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka, New Delhi-110078



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

File No.: GGSIPU/COF/2013/37

Dated: 10th April, 2013

OFFICE ORDER

In supersession of all earlier orders issued in connection with perks & privileges to the University functionaries, the revised guidelines as approved by 53rd Board of Management (BOM) is enclosed herewith for information and further implementation w.e.f. 15th March, 2013. The re-imbursement of such expenses may be claimed in the specific format as provided earlier. This may be brought to the notice of all concerned working with their Schools / Departments.

(Dr. B.P. Joshi)
Registrar

Copy to:-

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Superintending Engineer, UWD, GGSIPU
6. Librarian, GGSIPU
7. Dy. Registrar, Public Relation, GGSIPU
8. F.O./II Accounts Branch
9. Superintendent Engineer / Executive Engineer, UWD
10. P.S. to Vice Chancellor
11. P.S. to Registrar
12. Guard file.

(Shailesh Gupta)
Finance Officer-II

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NOTES:

1. *If Officer is entitled to get benefit from more than one assignment, only one entitlement will be effected.*
2. *In case of any doubt, it shall be resolved by Hon'ble Vice Chancellor in consultation with COF.*
3. *Approval on functional requirement basis will be accorded by the Ho'ble Vice Chancellor.*

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PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES

(Conveyance / Transport Allowance)

Designation	Entitlement
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/-.
Suptd. Engg.	Rs.5,000+D.A. restricted to a maximum of *Rs.10,000/- or a Office Car with a driver with petrol ceiling of 150 litres per month.

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

Approval on functional base will be accorded by the Ho'ble Vice Chancellor.

Please note that the officials claiming the above Conveyance / Transport Allowance would not be entitled for any University's transport facilities for official work.



PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES

(Hospitality)

Designation	Entitlement (Maximum Rs.)
Vice Chancellor	As per Actual
Offices of the following: Registrar/Controller of Finance/Controller of Exam./Librarian/ Deans/ Director/Heads of USS/ Principal IGIT, OSD to V.C./Proctor/Chief warden	Rs.2,500/- per month for office of each Officer
Branch Heads at the level of JR/ DR / Suptd. Engg.	Rs. 1,500/- per month for office of each Officer
Branch Heads at the level of Asstt. Registrar, Executive Engg. & Finance Officer	Rs. 1,200/- per month for office of each Officer
PRO, Asstt. Finance Officer	Rs. 1,000/- per month for office of each Officer
Chairman/Co-ordinators of CCS, CCGPC, UIIC, SDC, CAC, UCITIM etc.	Rs. 1,500/- per month.

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PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES

(Newspaper / Magazine / Brief Case / Ladies Purse) – On Reimbursement Basis

Designation	Newspaper / Magazine	Brief Case / Ladies Purse*
Vice Chancellor	No Ceiling	No Ceiling
Registrar/Controller of Finance/Controller of Exams./Librarian/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 / Suptd. Engg. / Dy. Librarian	2 Newspapers & 1 Magazines	Rs. 3,500/-
Executive Engg. / Finance Officer / Asstt. Librarian	1 Newspapers & 1 Magazines	Rs. 3,000/-
Asstt. Registrar, Asstt. Engg, Asstt. Finance Officer, Asstt. Accounts Officer, Sr. Technical Asstt., S.O., P.S.	1 Newspaper	Rs.2,500/-
Other officers on functional requirement basis.		

- *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.



PERKS & PRIVILEGES TO UNIVERSITY FUNCTIONARIES

(Mobile, Internet, Landline, Mobile Handset) – On Reimbursement Basis

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

- * Combined expenses should not exceed Rs.2,200/- Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa
- ** Combined expenses should not exceed Rs.1,300/-. Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa
- *** Combined expenses should not exceed Rs.8,00/-. Less expenses in landline may be claimed in the enhanced expenses of internet or vice versa

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