
 GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY	<b>GURU GOBIND SINGH</b> <b>INDRAPRASTHA UNIVERSITY</b> <b>(Govt. of NCT of Delhi)</b> SECTOR 16-C, DWARKA, NEW DELHI – 110 078 <b><u>FINANCE &amp; ACCOUNTS DEPARTMENT</u></b>	 GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
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No. GGSIPU/COF/2025/196

Dated: 17<sup>th</sup> August, 2025

## OFFICE ORDER

**Sub: Grant for Purchase of Note Book / Laptops or Similar Devices and Accessories for Non-Teaching Officers of the University – On Reimbursement Basis.**

The Board of Management in its 70<sup>th</sup> meeting held on 15<sup>th</sup> October 2019 vide Agenda item No. 70.03 on the recommendations of the 53<sup>rd</sup> Finance Committee meeting vide Agenda Item No. 53.08 has approved the grant for purchase of Note Book / Laptop or Similar Devices and accessories for Non-Teaching Officers of the University as per O.M. No. 08(34)/2017-E.II(A) dated 20<sup>th</sup> February 2018, which was duly endorsed by the University vide Office Order No. GGSIPU/F&A/2020/477 dated 24.01.2020.

Further, Finance Committee in its 70<sup>th</sup> meeting held on 13.06.2025 vide Agenda Item No. 70.07 and the Board of Management in its 87<sup>th</sup> meeting held on 21.06.2025 vide Agenda Item No. 87.32 has approved the modification in existing facility for grant for purchase of Note Book/ Laptop or Similar Devices and accessories to the Non-Teaching Officers of the University '*on reimbursement basis*'. The following other conditions of the Office Order dated 24.01.2020 and Office Memorandum No. 08(34)/2017-E.II(A) dated 20.02.2018 will remain the same:

1. OM F.No. 8(64)/2016-E.II(A) dated 27.09.2016, Non-Teaching Officers of the University i.e. Vice Chancellor / Pro Vice Chancellor / Registrar / Controller of Finance / Controller of Examination / Joint Registrar / Deputy Registrar / Superintending Engineer / Deputy Finance Officer and equivalent (at Pay Level 12 of 7<sup>th</sup> CPC) or above shall be eligible to avail this facility.
2. In case of any officer as mentioned above already having a laptop in some other capacity or under any grant, he / she shall not be entitled to avail benefit under this facility.

3. The stock entry for the purchase of Note Book / Laptops or Similar Devices and accessories shall be made by the Store Branch of the University before issuance of the same to the concerned Officer.

Consequent upon the approval of the Board of Management the grant for purchase of Note Book / Laptop or Similar Devices and accessories to the Non-Teaching Officers of the University may be allowed on reimbursement basis once in every five year within the price ceiling of Rs. 80,000/- as similar to regular Faculty Members of the University.

This facility shall be applicable w.e.f. the date of approval of 87th meeting of the Board of the Management i.e. 19.06.2025.

  
(Dr. Kamal Pathak)  
Registrar

**No. GGSIPU/COF/2025/**

**Copy to:-**

1. All Deans, GGSIPU(USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/ USHSS/USE/UCMS/USM&AHS/USLA/USA/USF&IS/USAR/USDI/USMC/USAP)
2. All Directors, GGSIPU (UCDMS/CEPS)
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU, F.O.I/II Accounts Branch
6. Superintending Engineer / Executive Engineer, UWD
7. Chairman, UITS - for uploading the same on the University website under the link of Accounts Branch.
8. A.R. to Vice Chancellor
9. A.R. to Registrar
10. Guard file.

  
(Sushil Kumar Upadhyay)  
Assistant Registrar (F&A)