



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector-16C, Dwarka, New Delhi-110 078
[General Administration Branch]

F.No.GGSIPU/University Vehicles/GA/2013/ 4386

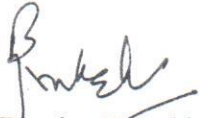
Dated: 12/12/2013

NOTICE

Subject: Guidelines for the usage of University Vehicle and revised Requisition Form for the booking of vehicles


Find enclosed the revised guidelines and requisition form for the usage of University vehicles and for the booking of University vehicles/taxies/buses.

This issues with the approval of Competent Authority.


Dr. Bhaskar P. Joshi
Registrar

Copy to: -

1. Dean USBT
2. Dean USICT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)
28. JR (AC & SS)
29. JR(Coordinator)
30. DR (Staff Development Cell)
31. Joint Registrar (P&P)
32. DR (PR)
33. DR (Purchase)
34. Incharge (Personnel)
35. Chairman UCITIM (with request to upload the same on University website)
36. Chief Warden
37. Warden Boys Hostel I, II
38. Warden Girls Hostel I, II
39. AR(Estate)
40. AR (Security)
41. AR (Stores)
42. AR to VC (for information)
43. AR to Registrar (for information)
44. University Health Center
45. Office Copy


Pankaj Agrawal
Deputy Registrar(GA)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, NEW DELHI-110078

REQUISITION FOR UNIVERSITY VEHICLE (Taxi/Buses)

(Kindly see guidelines before requisitioning the vehicle at least five working days prior to commencement of journey)

A. Booking Details

1. Name of the Officer/Faculty(Requisitioners) _____
2. Designation of the Officer/Faculty _____
3. Mobile no. of the Officer/Faculty _____
4. Name of Branch/School _____
5. State whether vehicle is required for the approved visitor, expert, Statutory body member and official guests or any other official etc Yes/No _____
Details:
(a) Name _____
(b) Designation _____
(c) Name of Organisation/Institute/Univ. _____
(c) Mobile no. _____

B. Place, Itinerary & Requisition Detail

1. Reason for vehicle required along with copy of the Meeting Notice/ Proof of the Official Work etc. assigned by Competent Authority (if it is confidential, justification for the will be provided by the requisitioning officer whenever required for any enquiry/audit purpose) _____
2. Date & Time for which Vehicle is Required _____
Date: _____ Time: _____
3. Complete Official Address/Place alongwith contact number(Mobile no.) where vehicle is required *(Starting Point) _____
4. a) If vehicle is required at residence, please give reasons/justifications (as per staff car Rule) _____
b) Residential address with Landmark _____
5. Provide Complete Itinerary
1. _____
2. _____
3. _____
6. Approx. Duration for which Vehicle is Required (Hrs/Days) _____
7. Numbers of Persons (Officials) who will use the Vehicle _____
8. Type of vehicle required(Hatchback, Sedan, SUV Type- I & SUV Type - II) _____

C. Official approval(s) for the bookings

The guidelines for the vehicle requisitions/usage have been read carefully

1. Signature of the Requisitioning Officer (Name, Date & Time) _____
2. Signature of concerned HOD/Dean/Branch Head _____
3. Approval of Registrar, if Vehicle is Needed for journey Outside Delhi _____
4. Approval of Vice Chancellor to be enclosed, if Vehicle is needed for journey Outside Delhi(for educational tours etc. & List of Students also enclosed) _____

Note:

- a) **Booking would be confirmed only after receiving the requisition form filled by the user/requisitioning officer/faculty, incomplete form will be rejected and no telephonic request would be entertained.**
- b) **In case of vehicle is required for urgent work i.e. before 24 hrs/4.00 pm & vehicle is not arranged/available in short time, the journey could be performed using entitled mode of transport and expenditure may be claimed for reimbursement from Accounts branch.**

[To be filled in by Office of GA]

1. Staff Vehicle No. _____ Driver Deployed _____

2. Taxi Hired _____

Dealing Asstt./TA

Guidelines for the Usage of University Vehicle

The University owns and maintains vehicles assigned to various departments, to provide transportation for University employees in the performance of their duties, and to support instructional programs in the most effective, efficient, and safest way possible. These vehicles are to be used when cost savings can be realized.

1. University Vehicle:

i) A University vehicle is defined as a vehicle which is owned, leased, or rented by the University or University authorized agency on behalf of the University.

ii) The University vehicles shall be used only in the conduct of activities assigned by the University.

2. Vehicle Usage: Vehicle shall be provided according to entitlement/functional needs as under:

a) The officer in the rank of Deputy Registrar/Branch Head/Associate Prof./Deputy Librarian/EE will make a request for the booking of vehicle through the concerned head of the Branch/School (if available) in the prescribed format and he/she will sign the Log Book of University Vehicle as per usage or duty slip of hired taxis.

b) No vehicle will be provided for residence, if the meeting is in the campus during office hours except on holidays and weekends.

c) The vehicle may be provided for the official duties on/off the campus which involves working beyond official timings. In case of routine official duty, the vehicle can only be requisitioned, if the delaying in doing the official duty goes beyond 7:30 p.m.

d) No vehicle will be allowed/provided for the purpose such as attending meeting/conference/workshop/seminar/symposium when TA/conveyance claimed from the inviting organization.

However, vehicle may be allowed to the University officer/faculty who is attending the meeting as a nominated member of the Statutory Body outside the organization/institute, in that case he/she will not claim TA or any conveyance allowance.

e) Personal use of vehicle prohibited. Further, University will not allow/provide any University lease/rented vehicle for the use of personal works (other than official) like going to antique shop, attending local supporting events or attraction, going to liquor shop, bar and lounges.

3. Time limit for requisition of the vehicle:

(i) Requisition form:

(a) Delhi Region: At least two working days prior to the commencement of journey.

(b) NCR & other states: At least five working days prior to the commencement of journey after the approval of the Registrar.

In case of booking of bus/taxi for the students/staff for Delhi and outside Delhi for education tour, exam duty, industrial focus administrative approval of Hon'ble Vice-Chancellor is mandatory and copy of the same to be enclosed with the requisition form. Students list with Name & enrollment No. duly signed by Dean may also be provided.

(ii) Please enclose the copy of meeting notice, office order or relevant documents for which the vehicle is required to attend the official purpose/meeting, as far as possible and if directed by higher authorities and assigned official duties duly countersigned after performance of duty.

(iii) Please give the details of the place(s) to be visited for the official purpose with proper address in the prescribed format.

(iv) If the vehicle is required at the residence of the requisitioner, please give reasons/justifications (as per staff car rules), the complete address with landmark, mobile, landline number and details of place to be visited alongwith itinerary is to be mentioned in the requisition form.

(v) There are official occasions when name and place is not disclosed and kept as confidential. In such cases, it will be the sole responsibility of requisitioning officer/faculty to ensure that vehicle engaged on behalf of University, is utilized only for authorized official use and purpose. If required, justification for the same will be provided by Requisitioning officer for any enquiry/audit purpose.

(vi) For CET, End Term and Supplementary Examinations, the requisitions must be submitted at least 7 days before the commencement of exam alongwith names and designations of the officers/officials of Examination Division who will take over the booking of vehicles, maintain the record of usage and verify the details in duty slip.

(vii) For conferences, seminars and other academic activities the requisitions must be submitted at least 7 days before the commencement of event. The name and designation of officer/faculty of co-ordinator is also to be informed to take over the booking of vehicles, maintain the record of usage and verify the details in duty slips.

4. The requisitioner should insure that the Person / Official / Visitor / Guest for whom the requisition has made for the commitment for the Person / Official / Visitor / Guest. In case the Person / Official / Visitor / Guest does not use the vehicle, the requisitioning officer will provide the justification for the same in writing & certified the duty slip.

5. The using officer must check/verify and sign the duty slip with the following information:

i. Model of vehicle used

ii. Type of vehicle used (A/c or Non A/c)

iii. Initial meter reading with time at the time of commencing the journey with signature.

iv. Last reading of meter and time of termination of journey with signature of user of vehicle.

v. Name of the Driver/Signature.

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