



## Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110075 Website: <http://ipu.ac.in>

GGSIU/GA/vehicles /2015-2015/ 474

Dated: 15/06/15

### NOTICE

**Subject: Providing vehicles for the University employees**

The University is providing the vehicles to the 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.

It has been observed that the requisitions for the booking of vehicles are received at eleventh hours as well as after office hours and it is very difficult to maintain the record and follow-up with the agency.

All the officers are requested to adhere with the approved guidelines.

- a) *Booking would be confirmed only after receiving the requisition form filled up by the user in all respect before 24 hrs /4.00 p.m. in the office of GA Branch and no telephonic request would be entertained for the booking of vehicles.*
- 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.*

This issued with the approval of Competent Authority

  
(Rajiv Kale)  
Registrar

**Copy for information and necessary action to:**

1. All Deans / Directors
2. Controller of Finance
3. Controller of Examinations
4. Librarian
5. Superintending Engineer, UWD
6. All HODs / Branch In-charge
7. AR to Vice Chancellor- for kind information of the Hon'ble Vice Chancellor
8. PS to Pro Vice Chancellor
9. Guard File

  
(Dr. Pankaj Agrawal)  
Deputy Registrar (GA)