



Guru Gobind Singh Indraprastha University

Sec. 16C, Dwarka, Delhi-110075

File. No. GGSIPU/JR(GA)/2010/

Date: 31st May, 2011

CIRCULAR

Sub: Vehicle requisition to the General Administration Branch.

Reference previous circular no. GGSIPU/ JR(GA)/2010/2325 Dated 19/08/2010 (Copy enclosed for information), it has been observed over the recent past that:

1. Requisitions for allotment of staff vehicles are made much shorter than the prescribed minimum time required of 24 hrs prior to the commencement of journey. There is a provision on the requisition form itself that *“In case the requirement is submitted less than 24 hrs. prior to the commencement of journey the approval of the Registrar is mandatory with reason for urgency & delay to be recorded by the requisitioning officer”*. It is observed that this is seldom followed and staff in GA branch is pressurized to arrange the vehicle in matter of minutes. At this juncture it is made clear that, **vehicle will not be booked on telephone except under very exceptional circumstances where necessary permission from Registrar/ Joint Registrar (GA) is to be obtained giving full circumstances for which vehicle could not be booked with the proper indent form during working hours.**
2. Format for request of vehicles has already been circulated to all the Department and Schools of the University and also available on the University website. It is observed that indenters are not giving the full detail of places to be visited and purpose of journey etc. In such cases allotment of vehicle will be denied.
3. On the format it is mentioned that for AC vehicles, approval of the Registrar is required prior to submission to the GA branch which is seldom followed and staff in GA branch is pressurized to hire the AC vehicle. This practice need to be stopped.
4. On many occasions it has been observe that University officials are directly hiring the vehicle from transporter or pressurizing the drivers to do the duties without informing GA branch (Reported by Transporter). It is made clear any such type of journey will be treated as personal for which payment is to be made by the user directly. University shall be under no obligation to make that payment.
5. **All users are requested to sign the duty slip on at the end of each journey and ensure that the starting kilometer and time(at place of reporting) and End kilometer and time(at place of relieving) are entered on duty slip provided by transporter. Rest dead mileage etc. shall be dealt by GA branch as per agreement with the service provider. Any additional kilometer must NOT be added by the user. It is made clear that the user shall be responsible and answerable for the kilometer traveled by him/her as reflected in the duty slip signed by him/her.**

While GA branch in making all out efforts for providing of best services to the indenters within the constraint, all in the University are requested to kindly co-operate specially with regards to provision of necessary time for providing service.

(A.K.Verma)
Joint Registrar(GA)

.....Copy to all as per list at page 2....

Copy to All as per list :

1. Dean USBT
2. Dean USIT
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. Director Research & Consultancy
13. Director Centre for Disaster Management Studies
14. Director Legal Aid Cell
15. Director Organization & Development
16. Director Academic Affairs
17. Director Project Monitoring Cell
18. Director International Affairs
19. Director Co-ordination
20. Director Students Welfare
21. Principal IGIT
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer
26. JR (General Admin.)
27. JR (Affiliation)
28. JR (Academic)
29. DR (Planning)
30. AR (GA,IGIT)
31. In charge (Pers.)
32. Chairman UCITIM (with request to upload the same on University website)
33. PRO
34. Warden Boys Hostel
35. Warden Girls Hostel
36. PS to Hon'ble V.C.
37. PS to Registrar
38. Office Copy

(A.K.Verma)
Joint Registrar(GA)