



Guru Gobind Singh Indraprastha University

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

GGSIPU/GA/vehicles /2015-2016/586

Dated: 27/08/15

ORDER

Sub: Regarding optimum utilization of the transport facility

It has been observed that requests for booking of the vehicles are being received after office hours and also on telephone/mobile phones of officials /officers of GA branch. In such cases, there can be chances of lapse in sending the booking requisitions to the agency.

It is therefore, desirable on the part of all department heads / schools that requisitions be given in advance and timely communicated to GA Branch. In case of emergency/ urgent requirement, there is provision of claiming reimbursement as per entitled mode of actual transport after seeking the approval of the Competent Authority.

Further, to attend official meeting at DHE, DTTE, Delhi Secretariat, East Campus, High Court, and other offices/departments, it should invariably be ensured that the vehicle requested to report at the residence in the morning (before office hours) is released after reaching the University campus. The user should ensure that the distance travelled is correctly reflected in the duty slip by the operator as the user has to certify the same.

All should ensure optimum utilization of the transport facility and wherever possible, the journey be suitably planned in the most economical manner.

(Rajiv Kale)
Registrar

Copy for information and necessary action to:

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

(Dr. Pankaj Agrawal)
Deputy Registrar (GA)