



Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110078 Website: <http://ipu.ac.in>

Notice

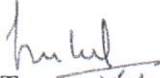
F.No. GGSIPU/GA/Vehicle/2016/1967

Dated: 06/07/2016

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

Find enclosed the revised guidelines and requisition form for the booking/usage of University vehicles as well as taxis/buses engaged from outsource agencies.

This issues with the approval of Competent Authority.


(S.K. Tanwar) Registrar

Copy for information with a request to put this advisory on the Notice Board of Branch/School:-

1. All Deans and Directors
2. Proctor
3. Chief Warden
4. Controller of Finance
5. Controller of Examinations
6. Librarian
7. Joint Registrar (E&S) with a request to inform and sensitize all the residents and agencies occupying the shops
8. All HODs / Branch In-charge / EE(UWD)/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, UITTS with a request to upload a copy of the circular on University website
13. Guard File


(Dr. Pankaj Agrawal)
Deputy Registrar (GA)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
 DWARKA, NEW DELHI-110078
REQUISITION FOR UNIVERSITY VEHICLE (Taxi/Buses)

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(Kindly see guidelines before requisitioning the vehicle)

A. Details of Booking Officer/Faculty/Requisitioner

Name _____ Designation _____

Mobile No. _____ Branch/School _____

State, along with requisite details, whether vehicle is required for the approved visitor, guest expert, Statutory Body member, officer or any other official etc., (With requisite details) Yes/No _____

Name _____ Designation _____

Name of Organisation/Institute/Univ. _____ Mobile No. _____

B. Details of the Official Visit

1. Reason for official Booking (Pl. enclose the copy of the Meeting Notice/ Office Order, Proof of the Official Work etc. assigned by Competent Authority) _____

NOTE: If it is confidential, for any inquiry/audit purpose etc, booking officer will provide the justification, whenever required.

2. Date & Time for which Vehicle is Required Date: _____ Time: _____

3. Complete Official Address/Place with landmark contact number(Mobile no.) where vehicle is required **(Starting Point) _____

4. Provide Complete Schedule / Places of Journey
 1. _____
 2. _____
 3. _____

5. Approx. period for which Vehicle is required (in Hrs/Days) _____

6. Numbers of Persons (Officials) who will use the Vehicle _____

7. Type of vehicle required AC / Non-AC _____

8. Variant of vehicle required (Hatchback, Sedan, SUV Type - I (Sumo etc.) & SUV Type - II (Innova etc.) _____

C. Approval(s) for the Bookings

I/We have read the guidelines for the vehicle requisitions/usage carefully and certify that vehicle is booked/required for the official work only

Signature of the Requisitioning Officer (Name, Date & Time)

Signature of Concerned HOD/Dean/Branch Head

Approval of Registrar, if Vehicle is Needed for journey Outside Delhi

Note:

- a) Booking would be confirmed only after receiving the requisition form duly filled by the user/requisitioning officer/faculty.
- b) Incomplete form will be rejected and no telephonic request would be entertained.
- c) 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. Further, the officer is also allowed to use his/her own vehicle and expenditure may be claimed for reimbursement from Accounts branch after said urgency is approved by Dean/Registrar ex-post-facto (as the case may be).

(Handwritten signatures and marks)



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Guru Gobind Singh Indraprastha University

Sector 16C, Dwarka, New Delhi -110 078

Guidelines for the Usage of University Vehicle

1. **Objective:** The University is providing the transport services from University maintained and hired vehicles to its employees to perform official work/duties for administrative and academic activities in the effective and efficient manner.
2. **University Vehicle:**
 - i) University vehicles would mean 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 official activities assigned by the University.
3. **Dos and Donts regarding requisitioning the vehicle:** Vehicle shall be provided according to the entitlement/functional needs as under:-
 - i) The officer in the rank of Assistant Registrar/Branch Head/Assistant Prof./Assistant Librarian/Executive Engineer 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 (with name & contact number) as per usage on the Log Book of University Vehicle or Duty Slip of hired vehicles. (please see serial no. 8)
 - ii) No vehicle will be provided for residence, if the meeting is in the campus during office hours except on holidays and weekends. However, if the place of meeting and timing fall under the optimal & economic use of vehicle, all such permissions may be granted on case to case basis by the Officer In-charge of transport activities. 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 7:00 p.m.
 - iii) No vehicle will be allowed/provided for the purpose such as attending meeting/conference/workshop/seminar/symposium. 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 University, in such case, he/she will not claim TA or any conveyance allowance.
 - iv) No University vehicle would be allowed/hired, permitted for personal work.
 - v) In case of any misuse of the vehicle is detected for other than official duty, the access mileage will be charged by the transporter will have to be paid by the user, besides this matter will be reported for the action as per conduct rule of the University.
 - vi) The officer/official below the level of GP-4800 shall make their own travel arrangements and seek reimbursement accordingly as per admissible TA

Approved by Competent Authority on

June 23, 2016



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Rule. However, in case of emergency, on case-to-case basis permission may be granted

4. Time schedule for the requisition/booking of the vehicle:

- i) Delhi/NCR Region: At least two working days prior to the commencement of journey.
- ii) Other States: At least five working days prior to the commencement of journey.
- iii) For CET, End Term and Supplementary Examinations, the requisitions must be submitted at least 7 days before the commencement of exam alongwith the names and designations of the officers/officials of Examination Division who will completely take over the booking of vehicles from the approved agency, maintain the record of their usage and verify the details on Duty Slips.
- iv) For Anuogoonj Fest, conferences, seminars and other academic activities in the University, the requisitions must be submitted at least 7 days before the commencement of the event. The name and designation of officer/faculty as co-ordinator is also to be informed to take over the booking of vehicles from approved agency, maintain the record of their usage and verify the details on Duty Slips.
- v) During the bookings for JAC, Academic Audit Cell, BOS, RDC, the requisitioner should ensure that the Person / Official / Visitor / Guest for whom the booking has been made for the usage of the vehicle. However, if the vehicle reached at the booking place and Person / Official / Visitor / Guest does not use the vehicle, the requisitioning officer will provide the justification for the same in writing & certify the Duty Slip.
- vi) Booking of vehicles for Delhi/NCR for the purpose of Educational trips/visits & Industrial trips/visits etc., approval of Registrar is to be conveyed & enclosed. Further, for the booking of vehicles for other states, for the purpose of Educational trips/visits & Industrial trips/visits etc., approval of Hon'ble Vice Chancellor is to be conveyed & enclosed. The list of students/University staff bearing the details i.e. Name of student/University staff, Enrollment no./Employee code and mobile no. of the University staff, duly signed by Dean/HoD also be enclosed.

5. Details to be provided:

- i) To attend the official meetings, as far as possible, the meeting notice, office order or relevant documents are to be enclosed along with requisition form. In such cases, if it is directed by higher authorities and assigned official duties, the requisition form should be duly countersigned by the Head of the Branch. To the extent possible, vehicle should be pooled for optimal/economical use of University vehicle irrespective of their designation.
- ii) The details of the place(s) to be visited for the official purpose with proper address should be written in the prescribed format.
- iii) 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 and HOD/Dean to ensure that vehicle

Approved by Competent Authority on June 24, 2016



engaged on behalf of University is utilized only for official use and purpose. If detail is required, for any inquiry/audit purpose, justification for the same will be provided by the Requisitioning Officer.

- 6. The person using the vehicle must check/verify and sign the duty slip with the following information:
 - i) Model/variant 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 name and signature.
 - iv) Last reading of meter and time of termination of journey with name and signature of user of vehicle.
 - v) Name of the Driver/Signature.



The image shows several handwritten marks. On the left, there is a signature above the letter 'b'. In the center, there is a circular stamp containing the initials 'A' and 'S' with a signature over it. To the right, there is a vertical signature.