



Guru Gobind Singh Indraprastha University

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

(General Administration Branch)

F.No. GGSIPU/GA/Transport /2019/971

Dated: 27/12/19

ORDER

Subject: Guidelines for the Booking & Usage of University Vehicle

Find enclosed the revised Guidelines for the Booking & Usage of University Vehicle for Examinations, Joint Assessment Committee, Academic Audit, Legal, members of statutory bodies meetings, Anoo-Goonj, Sports meets, Seminar/conferences, Board of Studies, Admission Counseling and other Administrative & Academic activities of the University.

This issue with the approval of the Competent Authority.

(Ravi Dadhich)
Registrar

To:

The All Dean/Director/Branch Heads

Copy for information to:

1. AR to Hon'ble Vice-Chancellor
2. AR to Registrar
3. PS to COF
4. Office copy

(Dr. Pankaj Agrawal)
Deputy Registrar (GA)



Guru Gobind Singh Indraprastha University

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

Circular

IPU/GA/Transport /2019/

Dated: 12 December, 2019

Subject: Guidelines for the Usage of University Vehicle

1. **OBJECTIVE:** The University provides the transport services from University owned and hired vehicles to its employees to perform official work/duties (only) relates to End Term Exam, CET, JAC, Academic Audit, Legal, members of statutory bodies meetings, Anoo-Goonj, Sports meets, Seminar/conferences, Board of Studies, Admission Counseling and other Administrative & Academic activities of the University
2. **UNIVERSITY VEHICLE:** University vehicles shall mean a vehicle which is owned, hired by the University or University authorized agency on behalf of the University through tendering process.
3. **RULES FOR USE OF THE VEHICLE:**
 - i. Vehicle shall be provided according to the entitlement/functional need. The officer in the rank of Assistant Registrar/ Assistant Prof. /Assistant Librarian/Assistant Engineer shall make a request for the booking of vehicle through the concerned Head of the Branch/School in the prescribed print/online format to the G.A. Branch.

The officer/official below the level of GP-4800/ Pay Matrix Level-8 shall make their own travel arrangements and seek reimbursement accordingly as per the admissible TA Rule; however, in case of emergency, on case-to-case basis permission may be granted by the Branch Head under intimation to the Registrar.
 - ii. If the meeting is off the campus during office hours, the vehicle may be provided for residence, only after the approval of Registrar. No vehicle will be provided for the University functions/meetings, which commence in the University timing i.e. 9:00 a.m. to 5.30 p.m. at University. The vehicle may be provided for the official work on/off the campus which involves working before 7.30 a.m. and beyond 7.00 p.m. of University official timings (i.e. 9.00a.m. to 5.30 p.m.). After, completion of work, the vehicle will be surrendered in the University.
 - iii. The University is having the provisions of giving the allowances / payments for late sittings (after 7.00 pm/early coming 7.00 am. Further, if officer is not entitled for OTA, he/she has to come at 8:00 A.M. in the University i.e. before office time, the vehicle may be for pick-up and drop only.
 - iv. For any official work/objective, the request for vehicle may be made at least one working day (upto 4.00 p.m.) prior to usage. After official usage of vehicle, the officer/official shall release the vehicle either at his residence or in the University campus whichever falls early.
 - v. In case emergent official work, when stipulated booking time is not available, officer/official may book the OLA/UBER etc. cabs. And take reimbursement (directly) from the Accounts Branch after submitting the proof of official journey as per rule. In such cases, the approval of the competent authority to attend the official work must be there.
 - vi. No vehicle shall be allowed for the purpose of attending project meetings/conferences/workshops/seminars/symposia etc organized by outside agency/organization.

12-12-2019



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- vi. No vehicle shall be allowed for the purpose of attending project meetings/conferences/workshops/seminars/symposia etc organized by outside agency/organization.

12-12-2019

- vii. Vehicle may be provided to the University officer/faculty attending the Statutory Body meetings etc outside the University as a Vice-Chancellor's nominee. In such case, he/she has to enclose the approval of the Competent Authority..

Concerned Dean/Director/Branch Head and Finance & Accounts branch shall ensure that Travelling Allowance claimed by the User.

- viii. In case, any misuse of the vehicle is detected, action shall be taken as per the Conduct Rule of the University.
- ix. 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 shall be duly countersigned by the Head of the Branch. To the extent possible, vehicle shall be pooled for optimal/economical use of University vehicle irrespective of their designation.
- x. The details of the place(s) to be visited for the official purpose with proper address should be written in a legible writing in the prescribed format.
- xi. There are official occasions when name and place is not disclosed and kept as confidential. In such cases, it shall be the sole responsibility of Requisitioner to ensure that vehicle 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 shall be provided by the Requisitioner.

4. **Checking, verification and signature:** The Booking Officer/User shall verify, certify and sign the duty slip/ toll tax, parking slips etc after completing his/her journey with the following information:

- i) Name of the Driver/Signature
- ii) Model/variant of vehicle used
- iii) Vehicle No.
- iv) Type of vehicle used (A/c or Non A/c)
- v) Time & Meter Reading of Starting point
- vi) Time & Meter Reading of Dropping Point
- vii) Toll Slips, State Tax, Parking Slips

User may ensure for proper checking, verification & signature, as stated above, so as to avoid delay in processing the payment of bills by the branch.

5. **Time schedule for the requisition/booking of the vehicle:**

Sr. No	Delhi/NCR & Outside Delhi NCR	Administrative Approval	No. of Days for submitting requisition prior to the date of journey/Exam Activity
1.	Taxi for Delhi/NCR Region	Branch Head/Dean	One working day upto 4.00 p.m. prior to booking
2.	Bus for Delhi/NCR Region (students)	Dean & Registrar	Five working days
3.	Taxi for Other States (University Employees)	Vice-Chancellor	Five working days
4.	Bus for Other States (Students)	Vice-Chancellor	Fifteen working days
5.	Bulk booking Taxi for CET, End Term and Supplementary Examinations, JAC, Academic Audit, Counseling etc for Delhi/NCR Region	Branch Head/Dean	Seven working days

6. Booking Details and maintenance of record:

- a. For Bulk bookings, especially for End Term Exam, CET, JAC, Academic Audit, members of statutory bodies meetings, Anoo-Gunj, Sports meets, Seminar/conferences, Admission Counseling, the Branch Head shall designate the officer who will completely takeover the booking of vehicles from the approved agency, maintain the record of usage/deployment of vehicles at their end for audit purpose and verify the details of usage on Duty Slips including toll /parking. The names and designations of that nominated officers/officials to be recorded on file while processing the bills.
- b. During the bulk bookings of vehicles for JAC, Academic Audit Cell, BOS, RDC, the requisitioner shall ensure that the details of timings, address, mobile no of Person / Official / Visitor / Guest for whom the booking has been made.

However, if the vehicle reached at the booking place but the Person / Official / Visitor / Guest does not use the vehicle, the requisitioning officer shall provide the justification for the same in writing & certify the Duty Slip.

- c. For booking of buses/vehicles, the approvals with list of students/University staff details i.e. Name of student/University staff, Enrollment no./Employee code and mobile no. of the University staff, duly signed by Dean/HoD along with estimated budget to be conveyed 15 working days prior to the commencement of journey. For the purpose of Educational or Industrial trips/visits etc., in Delhi/NCR, approval of Registrar is to be conveyed. For outside Delhi/NCR approval of Hon'ble Vice Chancellor is to be conveyed.
6. **DAK for the messengers:** Messenger DAK shall be received till 11.00 am in Room No.22 (Central Dak) during all working days to deliver on the same day (other than bulk), thereafter, the individual branches/school shall have to make their own arrangements.
7. **Control of Drivers & POL of University vehicles:** The controlling branch, where the University maintained vehicle is deployed, shall maintain the attendance of University drivers, POL used, Log Book, inventory of vehicle etc.



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, NEW DELHI-110078

REQUISITION FOR UNIVERSITY VEHICLE (Taxi/Buses)

(Kindly see guidelines before requisitioning the vehicle)

A. Booking Details (Officer/Faculty)

Name _____ Designation _____

Mobile No. _____ Branch/School _____

DETAILS OF EXPERT, STATUTORY BODY MEMBER, OFFICER OR ANY OTHER OFFICIAL ETC.

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.) *NOTE: If it is confidential, booking officer will provide the justification, whenever required for any inquiry/audit purpose etc.*
2. Date & Time for which Vehicle is Required
3. Complete Official Address/Place with landmark contact number(Mobile no.) where vehicle is required *** (Starting Point)*
4. Provide Complete Schedule / Places of Journey
5. Approx. period for which Vehicle is required (in Hrs/Days)
6. Numbers of Persons (Officials) who will use the Vehicle
7. Variant of vehicle required (Hatchback, Sedan, SUV)

Date:

Time:

1. _____

2. _____

3. _____

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. The details of usage will be provided if required for audit purpose

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

Signature of Concerned HOD/Dean/Branch Head

Approval of Vice-Chancellor if Vehicle is Needed for journey Outside Delhi NCR.

Concerned Dean/Director/Branch Head and Finance & Accounts branch shall ensure that no payment of TA to be given to the user of the Vehicle

Note:

- a) Incomplete form will be rejected and no telephonic/SMS/Whatsapp request would be entertained.
- b) Booking would be confirmed only after receiving the approved requisition form duly filled by the user/requisitioning officer/faculty as per approved guidelines.
- c) In case emergent official work, when stipulated booking time is not available, officer/official may book the OLA/UBER etc. cabs and take the reimbursement (directly) from Accounts Branch after submitting the proof of official journey as per rule.



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Time: _____

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