



Guru Gobind Singh Indraprastha University

'A State University established by the Govt. of NCT of Delhi'

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(Estate Branch)

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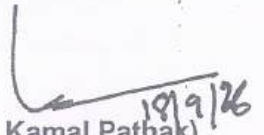
F.No.GGSIPU/Estate/Staff Quarters/2026-27/381

Dated:17th September 2026

NOTIFICATION

The Board of Management of the University in its 92nd meeting held on 03.08.2026 vide Agenda Item No. 92.21 considered and approved the "**Guidelines for Allotment and Management of Covered Parking Spaces in Staff Quarters at GGSIPU**".

Accordingly, a copy of the "**Guidelines for Allotment and Management of Covered Parking Spaces in Staff Quarters at GGSIPU**", as approved by the Board of Management, are hereby notified for information of all concerned.

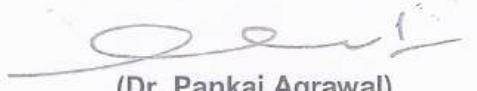

(Dr. Kamal Pathak)
Registrar

To,

1. All Dean(s)/ Director(s)/ Project In-Charge(s), GGSIP University.
2. In-Charge UIRC, GGSIP University.
3. Chairperson –SDC, GGSIP University.
4. In-charge, CHVE, GGSIP University.
5. All Directors In-charge/ Project Directors, GGSIP University.
6. Programme Coordinator- NSS/NCC Cell, GGSIP University.
7. Proctor, GGSIP University.
8. Controller of Finance, GGSIP University.
9. Controller of Examination (I & II), GGSIP University.
10. Chief Warden, GGSIP University.
11. CVO, GGSIP University.
12. All DRs/ Branch In charge(s), GGSIP University.
13. Chief Engineer (UWD) , GGSIP University.
14. In-Charge, UITs, GGSIP University with a request to upload the Circular on University Website

Copy for information of the Competent Authority:

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice-Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.


(Dr. Pankaj Agrawal)
Deputy Registrar (Estate)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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GUIDELINES FOR ALLOTMENT AND MANAGEMENT OF COVERED PARKING SPACES IN STAFF QUARTERS AT GGSIPU

1. SHORT TITLE AND COMMENCEMENT

- 1.1 This Guidelines shall be called the **"Guidelines for Allotment and Management of Covered Parking Spaces in Staff Quarters at GGSIPU"**.
- 1.2 The Guidelines shall come into force from the date of its approval by the Competent Authority.

2. DEFINITIONS

2.1 For the purpose of this Guidelines:

- a) **"Resident"** means an employee who has been allotted and is in occupation of a staff quarter.
- b) **"Designated Covered Parking Space"** means the specific parking space allotted by the Estate Branch to a resident for parking of a vehicle in respective residential area.
- c) **"Open Parking"** means parking spaces available in the open area for parking.
- d) **"Committee"** means the GGSIP University Residence Allotment Committee constituted by the Competent Authority for the purpose of allotment under **"The Allotment of GGSIP University Residence Rules-2013"**.
- e) **"Vehicle"** means a two-wheeler or a four-wheeler vehicle in the possession of the resident, residing in the allotted staff quarter and issued with Valid Parking Sticker by Security Branch.
- f) **"Competent Authority"** means Hon'ble Vice Chancellor of the University.

3. ELIGIBILITY

- 3.1 The residents of the Staff Quarters shall be eligible for allotment of covered parking spaces in accordance with the parking available to their respective residential area.
- 3.2 The resident shall be entitled to register one primary four-wheeler vehicle for consideration of covered parking allotment.
- 3.3 Residents having more than one vehicle may register additional vehicles; however, allotment of covered parking shall only be restricted to one vehicle.

4. ALLOTMENT OF COVERED PARKING

- 4.1 The allotment of covered parking will be made on the recommendation (s) of the GGSIP University Residence Allotment Committee constituted for the purpose of allotment of "The Allotment of GGSIP University Residence Rules-2013" on the basis of seniority list prepared by the Estate Branch.
- 4.2 The covered parking space at the respective residential area of the resident shall be allotted on the basis of seniority.
- 4.3 Seniority shall be determined as under::
 - a) Date of joining the University service as regular employee;
 - b) Where date of joining is the same, priority shall be determined in the following order:
 - (i) Higher Grade Pay/ Academic Grade Pay;
 - (ii) Earlier date of joining in higher Grade Pay;
 - (iii) Higher Basic Pay;
 - (iv) Seniority by age.

5. ALLOTMENT PROCEDURE

- 5.1 The Estate Branch shall invite applications for covered parking space in the respective residential area. An employee/ resident who seeks allotment of covered parking space in the respective residential area may submit an application in the prescribed format to the Estate Branch of the University.
- 5.2 An employee/resident who has already been allotted a covered parking space and desires to change the same shall also be eligible to apply, as provided in Clause 5.1.
- 5.3 The Residence Allotment Committee shall scrutinize applications and recommend allotments of covered parking space on the basis of the seniority list in the respective residential area.
- 5.4 Allotment orders shall be issued by the Estate Branch with approval of the Competent Authority.
- 5.5 Each allotted covered parking space shall be numbered. The Estate Branch shall maintain a register of allotted parking spaces.



- 5.6 Whenever a covered parking space becomes vacant due to reasons mentioned at clause 10.1 by an allottee, the allotment of such vacant parking space shall be processed in accordance with the procedure prescribed under Clause 5.1 and 5.3.

6. PERIOD OF ALLOTMENT

- 6.1 Parking allotment shall be distinct and independent from allotment of staff quarters and the same may ordinarily remain valid as long as the resident continues to occupy the allotted quarter and complies with this Guidelines.

7. USE OF COVERED PARKING SPACE

- 7.1 The allotted covered parking space shall be used only for parking of one (01) four-wheeler vehicle in the possession of the allottee.
- 7.2 Other vehicles shall be parked in the Open Parking Area available in the respective residential area of the resident.
- 7.3 Every resident shall park the two-wheeler vehicle/ bicycle in the designated two-wheeler parking space.
- 7.3 The resident shall park his/her vehicle only in the designated covered parking space allotted by the Estate Branch.
- 7.4 Covered Parking space shall not be transferred, exchanged, sublet or occupied by any other resident.
- 7.5 Storage of household articles, scrap materials, construction materials or any other goods in allotted covered parking space shall be prohibited.
- 7.6 Guest vehicles shall not occupy any allotted parking space of another resident or obstruct common circulation areas.

8. VEHICLE REGISTRATION AND PARKING STICKERS

- 8.1 Every resident seeking parking facility shall register his/her vehicle with the Security Branch and obtain a valid vehicle sticker.
- 8.4 Only vehicles displaying a valid vehicle sticker issued by the Security Branch shall be permitted to use the parking facilities in the respective residential area.



9. UNAUTHORIZED VEHICLES

Vehicles found without a valid vehicle sticker shall be treated as unauthorized, and appropriate action will be taken in accordance with the existing 'Vehicle Policy Regarding Entry of Vehicles in the University with Valid Vehicle Stickers', as amended from time to time.

10. CANCELLATION OF COVERED PARKING ALLOTMENT

10.1 Covered Parking allotment shall be cancelled in the following circumstances:

- a) Vacation of the staff quarter;
- b) Change of Covered Parking allotment;
- c) Submission of false information;
- d) Misuse of parking space;
- e) Parking of unauthorized vehicle;
- f) Transfer, subletting or unauthorized occupation of allotted space;
- g) Non-compliance with directions issued by the Estate/ Security Branch.

10.2 In the event of an allottee violating any of the conditions specified herein, the Competent Authority to take such action as may be deemed appropriate, including cancellation of the allotment of the covered parking space, depending upon the circumstances of the case.

11. RESIDUAL POWERS

Any matter not specifically covered under this Guidelines shall be decided by the Competent Authority whose decision shall be final and binding.

12. RELAXATION

The Competent Authority may relax any provision of this Guidelines for reasons to be recorded in writing in exceptional circumstances.

