



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
SEC-16C, DWARKA, DELHI - 110 078

File No.: GGSIPU/F&A/2019412

Dated: 18-12-2019

**OFFICE ORDER**

**Sub: Organizing of farewell function on Superannuation of Employees of the GGS IP University.**

Board of Management, in its 70th meeting held on 15 October 2019 (Agenda Item No. BM 70.28) on the recommendations of the Finance Committee has approved organizing of Farewell Function on Superannuation of Employees of the GGS IP University as follows:

1. The Superannuated employee shall be honoured with one Shawl, One Souvenir, One Memento and one flower bouquet during the farewell function.
2. The financial limit of these items shall be Rs. 8,000/- (Rupees Eight Thousand Only) per employee irrespective of level of employees. The amount shall be reviewed in every three years interval with the approval of Hon'ble Vice Chancellor.
3. A farewell function shall be organized on the day of superannuation of employee or last week of day of superannuation, in his/her honour with arrangements of backdrop, tea/snacks. The financial limit for tea/snacks shall be Rs. 5,000/- only (Rupees Five Thousand Only) wherein all employees will be invited. The amount shall be reviewed in every three years of interval with the approval of Hon'ble Vice Chancellor.
4. A vehicle shall be arranged for dropping the superannuating employee to his/her residence.
5. Family of the superannuating employee will also be invited for the farewell function.
6. This scheme shall be applicable to all regular employees, contract employees with 8 years of service, VC, Pro VC, Registrar, COF and COE.
7. The Procedure for organizing of the Farewell function in the University (as also approved) is placed as **Annexure-A** to this Order.

*Ravi Prakash*

This scheme shall come into force w.e.f. the date of approval of the Board of Management i.e. 15 October 2019.

*Ravi Dadhich*

(Ravi Dadhich)  
Registrar

**Copy to:-**

1. All Deans, GGSIPU (USBT/USCT/USBAS/USICT/USEM/USMS/USLLS/USHSS/USE/UCMS)
2. All Directors, GGSIPU
3. All Heads of Branch / Deptt., GGSIPU
4. Controller of Examinations, GGSIPU
5. Librarian, GGSIPU, F.O.I/II Accounts Branch
6. Executive Engineer, UWD
7. Chairman, UITS - for uploading the same on the University website under the link of Accounts Branch.
8. A.R. to Vice Chancellor
9. S.O. to Pro Vice Chancellor
10. A.R. to Registrar
11. Guard file.

*Prabhat Mishra*

(Prabhat Mishra)  
Assistant Registrar (F&A)

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*19-12-19*

*TA, UITS*

## Annexure-A

### Procedure for execution of the scheme and the respective duties and responsibilities for various departments of the University

#### I. Personnel Branch :

- i. The Personnel Branch will process the file of the concerned superannuating regular employee six months prior to his/her superannuation, for finalization/approval of the payment of retirement benefits/ other payments to be paid on the day of superannuation.
- ii. A Circular will be issued by the Personnel Branch for scheduling of the farewell function and inviting all the University employees to attend the farewell function.
- iii. A Circular will be issued by Personnel Branch by 10th of January every year with list of employees to be superannuated that year.
- iv. The Personnel branch will ensure that "No Objection Certificate" from all concerned departments is received from the concerned employee ten days prior to the date of his/her superannuation.

#### II. Purchase Branch :

- i. The Purchase Branch will purchase the required shawl, souvenir, memento as per GFR with in limit of Rs. 8,000/- per employee.

#### III. Central Store Branch:

- i. The Central Store Branch will make the necessary stock entries of these items to be presented during the farewell function and issue the same to the General Administration Branch as indenter.

#### IV. General Administration Branch:

- i. Arrangement of venue (Seminar Hall/ Conference Hall) for the farewell function.
- ii. Arrangement of backdrop banners, dias and flower decoration and flower bouquet.
- iii. Arrangement of tea with snacks/refreshments as per prevailing University rates at that time.
- iv. Arrangement of University vehicle to drop the superannuating employee and his/her family members to their residence, after the farewell function.
- v. The GA Branch shall process for approval of budget for concerned duties and draw the estimated advance for the above said activities including miscellaneous petty purchase(s) in this regard.

#### V. Accounts Branch:

- i. Concur the proposal of the Personnel Branch, in time bound manner, regarding payment of retirement benefits/other payments to be paid to the concerned superannuating employee on the day of superannuation.
- ii. Preparation/handling over of Cheque/RTGS by the Accounts Branch on the day of superannuation of the concerned employee.

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*Ravi Sharma*