

GGSIU/COF/2021/129

Dated: 30-07-2021

**OFFICE ORDER**

In supersession of all earlier Orders governing Perks & Privileges relating to Newspapers/Magazine, following are the revised guidelines pursuant to the decision of the Board of Management in its meeting held on 15.10.2019:-

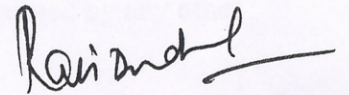
**(Newspaper / Magazine) – On Reimbursement Basis**

| Pay level of the regular officers of the University              | Newspaper / Magazine (per month) |
|--|----------------------------------|
| Pay level (apex) as per UGC regulations issued from time to time | No Ceiling                       |
| Pay level 14 and 15  | Rs. 1100/-                       |
| Pay level 13   | Rs. 850/-                        |
| Pay level 8 to 12  | Rs. 500/-                        |

**Notes:-**

1. This Order shall be applicable to the administrative staff/ designated administrative staff of the University.
2. The entitlement for newspaper / magazine shall be on reimbursement basis on furnishing of certificate by the employee to that effect of having incurred the expenditure on the same on half yearly basis.
3. The above facility/ reimbursement shall not be allowed if the same is being availed from any other source of fund of the University.
4. Reimbursement may be claimed as per the format enclosed herewith.

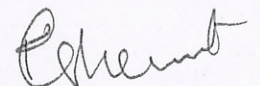
**Encl. as above**



**(Ravi Dadhich)**  
**Registrar**

**Copy to:-**

1. All Deans/ Directors, GGSIPU
2. Controller of Examinations, GGSIPU
3. Librarian, GGSIPU
4. Project Engineer, UWD, GGSIPU
5. All Departmental Heads/ Branch Heads, GGSIPU
6. AR to Vice Chancellor, GGSIPU
7. PA to Controller of Finance, GGSIPU
8. Head (UITS) with the request to upload the Office Order on the University website.
9. Notice Board (Finance & Accounts Branch), GGSIPU
10. Guard file.



**(Prabhat Mishra)**  
**Assistant Registrar (F&A)**



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
**SECTOR 16C, DWARKA, NEW DELHI-110078**

(Statement to furnished on half-yearly basis by the GGSIPU Officer to the Finance & Accounts Department)

Name of the Applicant: \_\_\_\_\_

Designation : \_\_\_\_\_

Employee Code: \_\_\_\_\_

Department: \_\_\_\_\_

Pay Level & Basic Pay (Rs.): \_\_\_\_\_

I certify that I have spent Rs. \_\_\_\_\_ towards purchase of -  
Newspaper(s) for the months of :

i) January- June, 20 \_\_\_\_\_

OR

ii) July-December, 20 \_\_\_\_\_

[Only one option to be ticked]

I further declare that : i) The Newspaper (s) in respect of which reimbursement is claimed is/are purchased by me ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will be claimed by any other source.

Date : \_\_\_\_\_

Signature:

Name: