



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY  
Sector-16C, Dwarka, New Delhi-110 078  
[General Administration Branch]

F.No.GGSIPU/University Vehicles/GA/2013/1919

Dated: 29/01/2013

**Notice**

**Subject: Guidelines for the usage of University Vehicle and revised Requisition Form for the booking of Vehicles**

Please find enclosed the guidelines for the usage of University vehicles and revised/modified requisition form for the booking of university vehicles/taxies/buses.

This issues with the approval of Hon'ble Vice-Chancellor.

(Dr. Bhaskar P. Joshi)  
Registrar

Copy to: -

1. Dean USBT
2. Dean USIT
3. Dean USLLS
4. Dean USMS
5. Dean USBAS
6. Dean USAP
7. Dean USEM
8. Dean USHSS
9. Dean USCT
10. Dean USE
11. Dean USMC
12. Dean USET
13. Director Research & Consultancy
14. Director Centre for Disaster Management Studies
15. Director Legal Aid Cell
16. Director Development
17. Director Academic Affairs
18. Director Project Monitoring Cell
19. Director International Affairs
20. Director Co-ordination
21. Director Students Welfare
22. Controller of Finance
23. Controller of Examination
24. Librarian
25. Chief Engineer/SE(UWD)
26. DR (Affiliation)
27. JR (Academic-I)
28. JR (Academic-II)
29. DR (Staff Development Cell)
30. DR (Planning)
31. DR (PR)
32. Incharge (Pers.)
33. Chairman UCITIM (with request to upload the same on University website)
34. Chief Warden
35. Warden Boys Hostel
36. Warden Girls Hostel
37. AR (Stores)
38. AR (Purchase)
39. AR to VC (for information)
40. PS to Registrar (for information)
41. All Affiliated Institutes
42. Office Copy

(Pankaj Agrawal)  
Deputy Registrar (GA)

## Guidelines for the Usage of University Vehicle

The University owns and maintains vehicles assigned to various departments, to provide transportation for University employees in the performance of their duties, and to support instructional programs in the most effective, efficient, and safest way possible. These vehicles are to be used when cost savings can be realized.

1. A University vehicle is defined as a vehicle which is owned, leased, or rented by the University or University authorized agency on behalf of the University.
2. The University vehicles shall be used only in the conduct of activities assigned by the University.
3. Vehicle shall be provided according to entitlement/functional needs as under:
  - a) The officer in the rank of Deputy Registrar/Associate Prof./Deputy Librarian/EE 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 the Log Book of University Vehicle as per usage or duty slip of hired taxis.
  - b) No vehicle will be provided for residence if the meeting is in the campus during office hours except on holidays and weekends.
  - c) 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 duty goes beyond 1-1/2 hours.
  - d) No vehicle will be allowed/provided for the purpose such as attending meeting/conference/workshop/seminar/symposium when TA/conveyance claimed from the inviting organization. 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 organization/institute, in that case he/she will not claim TA or any conveyance allowance.
  - e) Personal use of vehicle prohibited. Further, University will not allow/provide any University lease/rented vehicle for the use of personal works (other than official) like going to antique shop, attending local supporting events or attraction, going to liquor shop, bar and lounges.
4. Time limit for requisition of the vehicle:
  - (i) Requisition form:
    - (a) Delhi Region: At least two working days prior to the commencement of journey.
    - (b) NCR & other states: At least five working days prior to the commencement of journey after the approval of the Registrar.

In case of booking of bus/taxi for the students/staff for Delhi and outside Delhi, administrative approval of Hon'ble Vice-Chancellor is mandatory and copy of the same to be enclosed with the requisition form



- (ii) Please enclose the copy of meeting notice, office order or relevant documents for which the vehicle is required to attend the official purpose/meeting, as far as possible and if directed by higher authorities and assigned official duties duly countersigned after performance of duty.
- (iii) Please give the details of the place(s) to be visited for the official purpose with proper address in the prescribed format.
- (iv) If the vehicle is required at the residence of the requisitioner, the complete address with landmark, mobile and landline number is to be mentioned in the requisition form along with justification/proof for the vehicle required at the residence (as per staff car rules of the vehicle may be arranged).
- (v) If the reasons, place and name of the user while requisitioning of the official vehicle is confidential (as is required) and cannot be disclosed by the requisitioner, the approval of the Registrar/Hon'ble V.C. may be sought on the requisition form for the booking of vehicle.
5. On the request of the requisitioner if the booking is made, vehicle reaches the destination for the visitor/guest and guest refuse to come, the requisitioner will be responsible for the booking and amount charged by the vehicle will be recovered from the requisitioner.
6. The using officer must check/verify and sign the duty slip with the following information:
- i. Model 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 signature.
  - iv. Last reading of meter and time of termination of journey with signature of user of vehicle.
  - v. Name of the Driver/Signature.





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

**REQUISITION FOR UNIVERSITY VEHICLE (Taxi/Buses)**

(To be submitted as early as possible OR at least two days prior to commencement of journey)\*

1. Name & Designation of the Officer/Faculty \_\_\_\_\_  
with Mobile No. \_\_\_\_\_
2. Date & Time \_\_\_\_\_
3. Complete Address with Phone No. \_\_\_\_\_  
where vehicle is required \*\*  
(if at residence, please give reason) \_\_\_\_\_
4. Details of place(s) to be visited \_\_\_\_\_
5. Approx. Duration for Which Vehicle  
is Required (Hrs/Days) \_\_\_\_\_
6. Detail of Purpose of Journey along with \_\_\_\_\_  
Copy of the Meeting Notice/ Proof of the Official Work Assigned by Competent Authority )
7. No. of Persons (Officials) who will use the \_\_\_\_\_  
Vehicle
8. Signature of the Requisitioning  
Officer (Name, Date & Time) \_\_\_\_\_
9. Counter Signature of concerned  
HOD/Dean/Branch I/c (if require) \_\_\_\_\_
10. Approval of Registrar (If A/C  
vehicle required) \_\_\_\_\_
11. Approval of Registrar if Vehicle  
is Needed Outside Delhi\*\*\*\* \_\_\_\_\_

<b>Incomplete form will be rejected</b>
<b>Information sought in column No.1-9 is mandatory</b>
<b>Column no. 10&amp;11: Approval of the Registrar to be obtained before the form is submitted to G.A. Branch and <u>also see* below</u></b>
<b>Kindly see guidelines before requisitioning the vehicle</b>

Incharge (GA)  
GGs Indraprastha University

[To be filled in by Office of Incharge (GA)]

Entry at S.No. \_\_\_\_\_ Date \_\_\_\_\_

1. Staff Vehicle No. \_\_\_\_\_ Driver Deployed \_\_\_\_\_
2. Taxi Hired \_\_\_\_\_
3. Staff Vehicle is not available\*\*\*\*\*.

Dealing Asstt.

(Authorized Signatory)

Registrar

Note: Please see guidelines approved by GA for the usage of University vehicle on dated \_\_\_\_\_

\* In case the requirement is submitted less than two days prior to the commencement of journey the approval of the Registrar is mandatory along with reason for urgency & delay to be recorded by the requisitioning officer.

\*\* Normally requisition for use of university vehicle should not be made for the officials below the rank of Assistant Registrar/ equivalent, unless the purpose of visit/ nature of work warrants issue of official vehicle.

\*\*\* If the vehicle is required at the residence, the justification for the same may be given (As per staff car rules the vehicle may be arranged from University to curb the POL expenditure).

\*\*\*\* Journeys outside Delhi (beyond Delhi Metropolitan/NCR Area) are permissible only with the prior approval of Registrar. Please enclose administrative approval of Hon'ble V.C. for the educational tour, etc.

\*\*\*\*\* In case staff vehicle is not available, the journey could be performed using entitled mode of transport and expenditure may be claimed for reimbursement.