



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

DWARKA, DELHI - 110 075.

File No.: GGSIPU/COF/2016/22

Dated: 27th April, 2016

## OFFICE ORDER

I am directed to convey the approval of Competent Authority for Inter-city Journey by own Car / Hired Vehicle to Members of Statutory Bodies / Outside Experts / Members of different Committees on the lines on UGC Circular No.F.21-1/ 2015(FD-I/B) dated 29.07.15. Details of the approval is as under:-

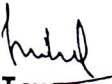
- (i) The outstation members / experts for inter-city travel from the place of residence / office to the place of meeting and back or in between the places of residence and meeting place and back (located within the distance of 350 Kms. each side) may travel by their own vehicle or by hired taxi (receipt to be produced). In such case, road mileage @ Rs.16/- per km. for journey performed between A & A-1 Class cities and North Eastern Regions / Hilly Regions (both stations) and @ Rs.12/- per km. in other cities will be allowed on point to point basis. However, toll taxes / entry tax etc., if any, will be reimbursed on production of receipt.
- (ii) The local taxi fare at State Transport Authority (STA) rates applicable in the state from residence / office to Airport / Railway Station / Bus Stand and from Place of meeting to Airport / Railway Station / Bus Stand is payable. Where there are no rates are notified by STA, the taxi / own car fare @ Rs.14/- per km. and AC taxi @ Rs.16/- per km. Rs.25/- for first Km. upon downing the meter) and Auto Rickshaw @ Rs.8/- per Km. (Rs. 25/- per km. for first two km. upon downing the meter) and thereafter Rs.8/- per km. shall be reimbursable. The reimbursement of pre-paid or post paid taxi fare (including toll taxes) on point to point basis will be allowed on actual basis on production of receipt. Taxi fare for full day will not be reimbursed.
- (iii) The night charges @ 25 % will be additionally be allowed if starting the journey by road by own car or taxi between 11.00 p.m. for sl. no. (ii) above.

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- (iv) Local Experts will be reimbursed taxi charges @ Rs. 14/- per Km. and for AC Taxi @ Rs.16/- per Km. from residence / office, as per entitlement, to the place of meeting & back on point to point basis. Taxi for full day will not be allowed for reimbursement.

The matter has been approved by the Board of Management in its 62nd meeting held on 15th March, 2016 vide Agenda No. BM 62.04.

  
(S.K. Tanwar)  
Controller of Finance

**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.

  
(Shailesh Gupta)  
Finance Officer-II