



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
Sector 9, Dwarka, New Delhi - 110077

F.14(274)/Admn.Br./DSEU(DITE)/C-II /210

Date: 27/03/2024

OFFICE ORDER

Guidelines for the Use of University Staff Vehicle for Official Purposes

To streamline official travel arrangements, it's essential to formally notify all stakeholders that a designated vehicle is available at the University Headquarters for official use. This provision of staff cars aims to facilitate efficient transportation for administrative and academic obligations.

To optimize the utilization of this resource, the following guidelines must be followed:

1. The university officials may typically be granted authorization to use staff cars for official business, aligning with their positions within the university hierarchy and associated responsibilities.
2. The staff car is reserved exclusively for bona fide official purposes, with the Controlling Authority having discretion in determining what constitutes such purposes. These may include attending meetings, conferences, events, site visits, or any duties directly linked to the university's operations.
3. In certain instances, officers may need prior approval, necessitating the submission of a formal application using the prescribed proforma to the Admin Section. The endorsement of the respective Dean, Branch-in-charge, or Department Head is required to ensure alignment with university objectives and the justification of usage.
4. For any inquiries or clarifications regarding staff vehicle utilization, please feel free to contact the Admin Section. Your cooperation is appreciated in maintaining the integrity of our limited transportation resources.

This issues with the approval of the Competent Authority, DSEU.


(Prof. Gagan Dhawan)

Registrar

F.14(274)/Admn.Br./DSEU(DITE)/C-II /210

Date: 27/03/2024

Copy to:

1. All Deans, DSEU
2. CoE/ CoF, DSEU
3. All JDs, DSEU
4. All DR/ARs, DSEU
5. DCA, DSEU
6. Director, Student Welfare
7. All Campus Directors, DSEU
8. AR (IT) to upload on website
9. PA to VC, DSEU
10. PA to Registrar, DSEU
11. Guard File


(Raj Man Gupta)
AR (Caretaking)