



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
Toshali Bhawan, Satyanagar भुवनेश्वर/Bhubaneswar - 751007

दूरभाष/Tel: +91-0674-2571982, फ़ैक्स/fax: +91-0674-2572983, वेब/Web: www.iitbbs.ac.in

No.F.2-15/2015-Estt./190

July 07, 2017

OFFICE ORDER

The undersigned is directed to convey that, upon the recommendation of the 41st meeting of the Heads and Deans held on 25.11.2016, the Competent Authority has been pleased to approve the following:

1. Booking of all kinds of vehicles (Cars) for official purpose shall be made at Schools/ Centres/ Section level from the empanelled agencies as per the approved rates attached at *Annexure-I*. Such bookings shall be done with due approval of their respective Heads/ Deans/ Chairmen/ PICs etc., as per the prescribed format attached at *Annexure-II*. Bills along with duty slip of the travel agent and approved requisition form may be sent to F&A Section within three days of commencement of the tour for payment. Besides this, services of OLA/ UBER may also be hired, available within the approved rates. All the users must ensure starting and closing kilometres of the vehicle and record the same on the duty slip putting their signature legibly. Bills received with cutting and overwriting shall not be admitted unless authenticated.
2. Transport facility required for Deans, Officers, Guests invited by the Director's Office and Registry shall continue to be looked after by Registry against approved requisition.
3. Similarly, all kinds of air tickets required for official travel of the faculty, staff, visitors, invited guests, experts etc. would also be booked by their respective Schools/ Centres/ Sections through the approved govt. agencies (at *Annexure-I*) with due approval of the Heads/ Deans/ Chairmen/ PICs etc. TA bills towards such travel duly signed by the travelling person along with approval of the competent authority and copies of the boarding pass (both inward and outward journey) may be submitted to the Accounts Section for payment/ reimbursement.
4. The Registry will continue to book air tickets for the experts, guests coming on the invitation of Director/ Registrar of the Institute.
5. Beside air tickets, booking of hotel accommodations for invited guests/ experts/ visitors etc. would be looked after by their respective Schools/ Centres/ Sections. Bill for such hotel bookings may be submitted to F&A Section within 3 to 5 days of receipt along with all documents for payment.
6. All such payments claimed by the Schools/ Centres shall be booked to their respective Operating Grant Account.

This comes into force with immediate effect.

Registrar

Encl: As stated.

Copy to:

1. All Deans/ Heads/ PICs/ Chairmen/ Coordinators/ Warden
2. All Faculty/ Officers/ Staff
3. Joint Registrar / Assistant Registrars
4. Superintending Engineer (Civil) / Deputy Librarian/ CDPO/ MO
5. Secretary to Director/ Registrar
6. Office Order File

A- Empanelled agencies for the booking of vehicles (Cars):

1. M/s Rashmi Tour & Travels
Mob: 7873714026/ 7381018411, Email: rashmitourstravel@gmail.com
2. M/s Sidharth Travels
Mob: 9437227332/ 7894152062, Email: barik.sidharth08@gmail.com
3. M/s Jena travel for Bus/Traveler
Mob:9437009404, Email: j.prakashchandra@yahoo.co.in

Approved rates**Daily & Monthly hire basis (2015 and later models):**

Sl. No	Name of the Vehicle with Air Conditioned	VEHICLE ON DAILY HIRE BASIS				VEHICLE ON MONTHLY BASIS	
		Rate per day for 12 hours and 100 kms (Rs.)	Rate per hour more than 12 hours up to 100 KMs (Rs.)	Rate per KM for extra KMs more than 100 KMs (Rs.)	Night Halt charge if any, (Rs.)	Rate (Up to 3000 Kms) on POL Basis (Rs.)	Rate per extra KM more than 3000 Kms on POL Basis (Rs.)
1	Innova/Xylo/Tavera/Scorpio/Bolero/Eq.	1,500.00	150.00	13.00	200.00	40,000.00	13.00
2	Honda City/ Vento/ Scoda/ Elentra/ Vento or Eq.	1,500.00	150.00	16.00	200.00	40,000.00	16.00
3	Swift Dzire/Ascent/ Etios/ Indigo/Verito or Eq.	1,000.00	100.00	10.00	200.00	32,500.00	10.00

Pickup & Drop on Daily hire basis (2015 and later models):

Sl. No	Name of the Vehicle with Air Conditioned	VEHICLE ON DAILY HIRE BASIS			
		Any where in the city to Arugul, Jatni & Vice versa (Rs.)	Any where in the city to Airport/ Railway Station & Vice versa (Rs.)	Airport/Railway station to Arugul, Jatni & Vice versa (Rs.)	Khurda Road Railway Station to Arugul, Jatni & Vice versa (Rs.)
1	Swift Dzire/Ascent/ Etios/ Indigo/Verito or Eq.	600.00	350.00	600.00	300.00

B- Authorized govt. agencies for booking of air tickets:

1. M/s Balmer & Lawrie and Co. Ltd
Land line no- 0674 – 2536154/225
Moblie-Mr Jyoti- 9861940528, Email : balmer_bbi@yahoo.co.in
2. M/s Ashok Tour & Travels
(i) Mr Sanjay Das, Mob: 9748603621
(ii) Shankar Chatterjee, Mob: 8017650721, Email: attkolkata@theashokgroup.com


Registrar
07-7-17



INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
 SAMANTAPURI, BHUBANESWAR – 751 013, INDIA
 TEL : +91 674 2576196
www.iitbbs.ac.in

FORM FOR REQUISITION OF VEHICLE

1.	Name of Indenter	
2.	Name & Designation of Employee /Visitor(S) /Guest	
3.	Purpose of Journey	
4.	Department/Section	
5.	Email/Contact No.	
6.	Date of Travel	
7.	Time from -up to	
8.	Place from-to	
9.	No. of Vehicle & days	
10.	Type of Vehicle	
11.	Remarks(If any)	

Name & Signature of the
 Requisitioning Faculty/Officer

Counter Signed by(Dean/HOS/Deptt.Head)

Registrar/ Jt. Registrar

Handwritten signature and date: 07.7.17