



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar
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No.F.2-6/2015-Estt./444

November 11, 2016


Office Order

Sub: Implementation of the Transport Policy.

The undersigned is directed to convey that the Committee of Heads and Deans in its 39th meeting held on 05.08.2016 approved the Transport Policy of the Institute for implementation with immediate effect.

PIC Transport and Deputy Registrar (F&A) are requested to take necessary action.

Encl: As stated.


(D Gunasekaran)
Registrar

To

1. PIC Transport
2. Deputy Registrar (F&A)

Copy to:

1. All Deans/ Heads of Schools/ Academic Coordinators
2. All PICs/ Chairmen/ Coordinators
3. President, Students Gymkhana
4. Warden/ Assistant Wardens
5. Deputy Librarian
6. Superintending Engineer (Civil)
7. Deputy Registrar (F&A)
8. Assistant Executive Engineer (Electrical)
9. All Assistant Registrars
10. Career Development and Placement Officer
11. Student Counsellor
12. Medical Officer
13. Secretary to Director/Registrar
14. Office Order File

**IIT Bhubaneswar
Transport Policy**

1. Policy

The Institute shall outsource all its transport requirements except one vehicle for the head of the Institution. Outsourcing non-core competencies has now become a widely accepted practice across the government funded educational Institutions.

2. Staff Car

Staff Car shall be provided to Director, Deputy Director and Registrar of the Institute. There shall be no provision of staff car to faculty and officers who perform the current duties of Director, Deputy Director and Registrar.

3. Transport to Security

Institute shall provide two motorcycles to the Security Section for patrolling, surveillance and security management of the Institute. Reimbursement of fuel charges not exceeding 20 liters petrol per month shall be allowed to the security section.

However, outsourced security agency will provide a vehicle/jeep fitted with all communication gadgets for security management in the Institute campus as part of their contract with the Institute for providing security services. No separate payment shall be made by the Institute to the agency for providing such vehicles.

4. Transport to Engineering Cell

Engineers using their own cars/motorcycles shall be provided with conveyance allowance as per Government of India Rules. However, there will be no conveyance allowance for the distance travelled by such engineers is less than 8 kms per day in the campus.


5. Ambulance Service

A 24 x 7 Ambulance Service shall be made available in the Institute. Emergency / Life Saving medical gadgets shall be fitted in the Ambulance under the guidance of Institute Medical Officer.

6. Pooled Vehicles:

(a) There shall be pooled vehicles for Visiting Faculty, Adjunct Faculty travelling from Bhubaneswar city to the Institute permanent campus at Argul.

(b) Pooled vehicles shall be provided to Deans for commuting from Bhubaneswar city to Argul and back for official work.



- (c) Shuttle Transport Services shall be operated between Bhubaneswar city and the Institute at different time intervals for the purpose of commuting faculty and staff. Limited such services shall also be made available within the campus for students, faculty and staff movement from one place to another.
- (d) Transport services shall be operated between the Institute campus and the city on daily basis for the convenience of school going children and spouse of the faculty and staff working in the city. However, a nominal charge for using such transport facilities shall be paid by them.
- (e) Shuttle Bus Services shall be operated on Saturdays and Sundays between the campus and Jatni and/or Bhubaneswar for the convenience of the campus community for doing weekly market etc.

7. Operating Guidelines

- (a) Outsourcing of transport services shall be done by an open tender following the Government of India norms for a maximum period of three years subject to satisfactory performance. Contract shall be terminated with 15 days notice if the Institute is not satisfied with the performance of the outsourcing agency / transport service provider. Institute shall notify the service provider's name, contract details, phone number, e-mail id etc. along with approved rate chart for the convenience of faculty members. Vehicles shall be booked by the faculty concerned with the approval HoS concerned. Such services shall be availed for airport/railway station pick up.
- (b) Booking of transport for Finance, Building & Works Committee, Convocation, Board meeting etc. shall be taken care by the office of the Registrar.
- (c) All transport arrangement for experts, selection committee members etc. in connection with faculty recruitment shall be done by the office of the Dean (Faculty & Planning).
- (d) (i) Vehicles required for M. Tech / Ph.D examiners etc. shall be arranged by the respective Heads of Schools.
(ii) Vehicles required for student registration, UGPEC, PGPEC, Senate meetings etc. shall be arranged by the Academic Section.
- (e) All sorts of transport requirements for organizing seminar, workshop, conferences etc. shall be done by the organizers.
- (f) Transport arrangements for Institute programmes such as Foundation Day, Institute Day, Republic Day, Independence Day, Women's Day shall be made by the Coordinators/Programme organizers concerned.



- (g) Vehicles for airport/railway stations pick up etc. shall be arranged by the faculty, officers and staff concerned. Thereafter, such transport bills shall be submitted to the Institute along with TA bills/claim for reimbursement.
- (h) Vehicles shall be booked by faculty members for Academic/Department requirements with the approval of Head of the Department or School as the case may be. Such transport bills shall be paid from the operating budget of the Department / School concerned.
- (i) Transport time table /schedule shall be notified on monthly basis by the Officer in charge of Transport for information and convenience of the users.
- (j) The norms/specifications laid down by the road transport authority with regard to painting of buses/vehicles and all other safety norms for School / College buses shall be complied by the service provider. The Officer-in-charge shall verify periodically the compliance or otherwise by the service provider.

8. Certification of Bills and Payment

- (a) An Officer of the Institute shall be entrusted with the management of transport services. All transport payments shall be made based on the certificate by the Officer concerned.
- (b) Verification of log books and other usage details of vehicles shall be done by the designated staff member under the direct supervision of the Officer in charge for transport services.
- (c) If there is any discrepancy in the log book maintenance and noncompliance of the terms and conditions laid down in the outsourcing contract, Institute shall cancel the services of such vehicle immediately besides imposing severe penalty on the service provider.
- (d) The Officer in charge of transportation service shall check on regular basis whether the out-sourced vehicles have proper registration with road transport authority, timely payment of road tax, vehicle insurance, validity of driving licence of the Drivers etc. for the overall safety of the users.

9. Transport Allowance

Transport allowance shall not be admissible to the employees availing staff car. Deans, Heads of Schools, Faculty, Officers and other staff members shall continue to draw transport allowance along with salary as they are not provided with transport by the Institute.

10. Review

This transport policy shall be reviewed as and when required.

