

Page 1: Guidelines for booking of Institute vehicle and rules for providing vehicle under “official category”, Page 2,3: Forms (English, Hindi)

1. The vehicle shall be only allotted to a section of Institute/ an employee for attending official duty on the recommendation of Head of department/ Section Incharge/Project Incharge.
2. For Seminar, Conference, Work shop and Faculty Development Programme organized at MNNIT or for visits funded by some outside funding agency (other than MNNIT, Allahabad), vehicle may be provided on payment basis.
3. For any official visit outside Allahabad (outside municipal area of Allahabad and Naini, Jhushi, Phaphamau), prior approval of Director will be needed.
4. The vehicle shall not be booked to any employee for the marriage or any other personal ceremonial functions.
5. The vehicle may be booked to an employee usually for the personal use for short time, only for **Railway Station/Bus Station/Airport Allahabad**, if available (not in use for official propose or some emergency duty). This booking may be cancelled in case of emergency such as emergent official use or hospital use.
6. For **medical purposes Institute Ambulance** will be provided to an employee/students as per guidelines provided by Director/HCC. Ambulance will be positioned to Institute Health Centre (Formerly, Dispensary) during 07 AM to 06 PM and at Colony gate during 06 PM to 07 AM.
7. The Institute Tractor will be provided with driver only to the maintenance section, lawns and gardening section and sports section during working hours i.e. 09AM to 05 PM. It may be provided, beyond official working hour, for urgent maintenance work.
8. **Application for vehicle allotment shall be given to the office of vehicle section during office hours, on prescribed format, at least one day before the visit, preferably through email. Email ID of vehicle section is vehicle@mnnit.ac.in**
9. The rate chargeable for booking of Institute vehicle under above mentioned 2,5 and 6 points would be as given below (effective from Nov.’2011):

S.No.	Vehicle	Type of services	Proposed rates
1	TATA SUMO	For points 2 and 5	₹ 6.00 per km
2	TOYOTA Qualis (A/c)	For points 2 and 5	₹ 7.00 per km
3	Ambassador/Esteem	For points 2 and 5	₹ 8.00 per km
4	Swaraj Mazda Bus	For points 2	₹ 10.00 per km
5	TATA Bus	For points 2	₹ 15.00 per km
6	Ambulance	For points 6	₹ 4.00 per km
7	School bus (to the wards of staff and faculty) (Chargeable for 12 months)		₹ 100.00 per month

10. Following are the fixed charges for picking/dropping (including local travel under CPDA) from MNNIT to following railway stations and Allahabad airport (under private use category):

S.No.	Vehicle	Fixed rate
1	Allahabad Junction and Allahabad City Railway station	₹ 125.00
2	Prayag Railway Station	₹ 50.00
3	Allahabad Airport	₹ 250.00

11. For other railway stations such as Chhiwaki, Director's permission is required to avail this service and rates based per Km will be charged.

12. Following rule should be followed for providing Institute Vehicles to the employees under "Official Categories". In general, for such usage, the funds should be drawn from the accounts of the Director.

- a) Any Institute / Department programme such as Conference, Work shop, Faculty Development Programme etc, which is fully funded by the Institute will be treated as official. In the case of partial funding, the usage of vehicle may be treated as official on the approval of the Director
- b) Any visit for which local travel is payable through Director's account will be treated as official. Visits not funded by Director's account, e.g., Dean (R & C) and alike may not be treated as Official.
- c) All other visits, such as visits under LTC, CPDA may be treated as personal.
- d) All visits for which TA is chargeable from outside agency, like, NBA expert visits may be treated as personal.

13. Any other cases or discrepancies will be decided by the Director.



Motilal Nehru National Institute of Technology, Allahabad

Vehicle Section

vehicle@mnit.ac.in

Vehicle Reservation Form

I need an Institute vehicle with following details:

Purpose : Official / Personal, Type of Vehicle required: _____

Place : From _____ to _____

Date : _____

Time : From _____ to _____

Train No. and Name : _____

Side of Jn. Rly.Station : Chowk / Civil Lines

Note:

1. For official use

- It is certified that vehicle would be used for official purpose only and no TA will be claimed for above said visit.
- Purpose of official visit: _____

2. For personal use

- If vehicle is provided for my personal use it is my responsibility to return it in good condition and no illegal act will be performed through it. The amount chargeable for above visit would be deducted, at prescribed rate, from my salary.
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Recommendation of
HOD/Section Incharge/Project Incharge
(In case of official use)

Signature of Applicant: _____
Name of Applicant : _____
Department : _____
Employee Code No. : _____
Phone No. : _____ (R) _____ (O)
Email ID : _____
Mob.No. : _____

For use of the vehicle section

Name of the Driver : _____
Vehicle : _____
Duty Slip No. : _____

Signature and order of O/C

Signature & Date



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद-211004

वाहन प्रभाग

vehicle@mnnit.ac.in

वाहन आरक्षित करवाने का प्रपत्र

मुझे संस्थान के वाहन की आवश्यकता है, जिसका विवरण निम्नवत है।

उद्देश्य : शासकीय/व्यक्तिगत कार्य, वाहन का प्रकार _____

स्थान (कहाँ से कहाँ तक) : _____

दिनांक (कब से कब तक) : _____

समय (कब से कब तक) : _____

ट्रेन नम्बर/नाम: _____

स्टेशन की साइड चौक/सिविल लाइन : _____

नोट :-

1 शासकीय कार्य हेतु :-

- प्रमाणित किया जाता है कि वाहन का प्रयोग शासकीय कार्य हेतु किया जायेगा व इस यात्रा का भुगतान प्राप्त नहीं किया गया है।
- शासकीय कार्य का विवरण

2 व्यक्तिगत कार्य हेतु :-

- वाहन मेरे व्यक्तिगत कार्य के लिए दिया गया तो उसे सही स्थिति में संस्थान को वापस करने की जिम्मेदारी मेरी होगी तथा उक्त संस्थान के वाहन के प्रयोग में कोई असम्बैधानिक कृत नहीं किया जायेगा। इस यात्रा का शुल्क, यथोचित दर से मेरे वेतन से काट लिया जाय।

विभागाध्यक्ष/सेक्शन इनचार्ज/प्रोजेक्ट इनचार्ज की संस्तुति
(शासकीय कार्य की दशा में)

आवेदक के हस्ताक्षर

नाम/पद : _____

विभाग : _____

कोड नं० : _____

फोन नं० आवाश : _____ कार्यालय : _____

ईमेल आई० डी० :

मोबाइल नं० :

वाहन प्रभाग के प्रयोग हेतु

चालक का नाम : _____

वाहन का नाम : _____

ड्यूटी स्लिप नं० : _____

प्रभारी अधिकारी के आदेश एवम् हस्ताक्षर

हस्ताक्षर एवम् दिनांक