



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान (नाइसर), भुवनेश्वर
NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
BHUBANESWAR

No.Admin/TC/2017-18/ 282

Date: 13/12/2017

GUIDELINES FOR USE OF SMALL VEHICLES

Consequent upon formation of Transport Committee, following guidelines have been devised for use of small vehicles in NISER after taking views / suggestions of all section heads / departmental heads.

1. All the existing small vehicles of NISER will be allowed to be used only for official purpose on the basis of vehicle requisitions duly approved by the respective reporting / reviewing officers / section heads. No small vehicles will be allowed to be used without approval of reporting / reviewing officers / section heads.
2. NISER will not hire any small vehicle on monthly / yearly contract basis to meet the needs of transport of officials. The small vehicles will be temporarily hired during official need only.
3. To meet the requirement of routine jobs by the Institute Works Department, a suitable goods carrier will be hired.
4. These arrangements exclude payment for vehicles required for R&D, Conference purposes or any other purposes which has a separate head of payment. In cases of departmental uses, the vehicles will be requisitioned by the individual department and the expenditure will be solely met from the departmental budget.
5. For meetings of BOG and AC etc, vehicles will be hired by NISER on the basis of requisitions submitted by the respective section heads at least one day in advance.
6. It will be the sole responsibility of the respective reporting / reviewing officers / section heads for proper and judicious use of official vehicles for official purpose only.
7. The log books of all the vehicles will be maintained along with proper requisitions in the transport cell / department office. All the bills of hired vehicles have to be routed the transport cell for payment every month.

8. No hired vehicle will be allowed to be used for transportation between residence and office by any officials.
9. All the vehicles requisitions will be received in transport cell through their respective section heads during working days only.
10. To meet the academic requirements of students, vehicles requisitions will be done through their respective departmental heads.
11. NISER Guests / users would be encouraged to book small vehicles (for prior approved official purpose only) for their official use from cost effective transport service providers i.e. **OLA / UBER** etc and get it reimbursed.

C. S. Unshita
13/12/2017.
Chairman
Transport Committee.

Copy:

1. Directorate
2. All Chairpersons
3. All Deans/FICs
4. Registrar's Office
5. All Section Heads
6. All Sections
7. Notice Boards