

RULES AND REGULATIONS

“Use of Vehicles”



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS R & D INSTITUTE OF DST, GOVT. OF INDIA)

VIGYAN PATH, PASCHIM BORAGAON

GARCHUK, GUWAHATI-781035, ASSAM: INDIA



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

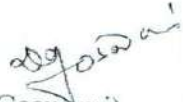
PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35

CIRCULAR

It is for general information to all concerned that the Vehicle Management Committee meeting held on 04/10/2017 and has taken the following decision for smooth running of the research and developing work of the IASST.

1. IASST vehicles cannot not be provided for course work to students for their classes at CCSU/Gauhati University.
2. Vehicles will be allotted to the finance section for two days a week on regular basis for visits to the banks. The days are preferably on Tuesday and Friday.
3. The reception desk will be directed to accept vehicle requisition forms which are duly filled in with clear mention of the purpose and signed by concern authority. Purposes mentioned such as 'official work of ...' will not be accepted. Exact work has to be mentioned.
4. The Tata xenon will be used for core research projects with proper justification. If it is used for research under extramural projects, it will be chargeable as per Govt. of India rule (based on the distance travelled). It can be availed for sample collection in the states of Assam, Meghalaya and Arunachal Pradesh. Maximum duration will be 2 days for Assam and 4 days for the rest.
5. Various aspects of vehicle management such as (i) cleaning of vehicles, (ii) allotment of duties to drivers, (iii) longer trips for research vehicles, (iv) monitoring mechanisms of requisition of vehicles etc. were discussed. It was decided that the vehicle management committee will prepare a document on the management of IASST vehicles with its principles and rules.
6. While not plying vehicles, drivers may be engaged in various works with discussion with Mr. Mohammed (engineer). They may be employed in cleaning and washing of office vehicles also. The vehicle washing ramp may be used for regular washing of both office and private vehicles. The rate for vehicle washing will be Rs 100 for 4 wheelers and Rs 50 for 2 wheelers. A casual worker can be employed for cleaning and washing of private vehicles.
7. The drivers and conductors will be provided winter uniforms also (apart from summer uniforms).
8. Mr. Lakhi Saud will be released from the duty of driver and will be engaged in laboratory duties such as opening and closing of the labs. However, he may be engaged in driving whenever required.

9. Fuelling of the vehicles will be performed weekly on Mondays and Fridays depending upon consumption.


(D. Goswami)
Registrar
Date: 16/11/2017.

Memo No. IASST/12/17-18/ 11408-11435

Copy to:

1. PS to the Director, IASST.
2. The FAO, IASST.
3. The Chairman, Vehicle Management Committee, IASST.
4. All the academic staff of the IASST.
5. The Chief Consultant, IASST.
6. The IEME, IASST.
7. The Project Engineer, IASST.
8. The A.E., IASST.
9. The S.O.(Accts.), IASST.
10. The S.O. (Admn.), IASST.
11. Notice Board.
12. Concerned File.


D. Goswami

The following rules shall be followed with respect to use of IASST vehicles with immediate effect:

1. Complaint LOG BOOKs for vehicles for users as well as drivers are available at the RECEPTION for lodging complaints.
2. Maintaining the insurance cover and regular servicing of all the vehicles should be ensured and recorded by PRO. PRO should collect quotations for vehicle insurance from different companies and the cheapest rate holder can be booked for group insurance for all the vehicles.
3. In case of vehicle breakdown, PRO should inform all HODs by 4.00 pm about the non-availability of the next vehicle.
4. Vehicle Requisition Slip (VRS) is meant for official use by Scientists/ Officials. VRS should be submitted in the reception desk 1 day prior to the journey. Except Director and Registrar, all other academic/ non-academic members of IASST need to submit the VRS to avail the office vehicle. Section officer (SO) (Administration) will maintain the VRS and keep all the records of vehicle use.
5. The office vehicles will be used for the following purposes only. The purpose has to be clearly written in the VRS.

In descending order of priority	Purpose
1	Emergency health issues
2	Emergency administrative issues
3	Bank/post office for official purpose
4	IASST event related activities such as, invitation for conference, dignitaries etc.
5	Airport drop/pick up for official work of IASST
6	Office work (not research)
7	Student drop off at Boragaon
8	To the guides for attending final registration, pre-submission and viva of students of IASST enrolled at GU and CCSU

Students can avail the vehicles for drop off at Boragaon only.

To avail the office vehicles for any purpose other than mentioned above (e.g. research, data collection etc.), approval from Director is required in a written application.

6. A vehicle will be issued for maximum of 2 hours (including travel time). If not completed within 2 hours, the vehicle should be released.
7. All academic/ non-academic members of IASST are requested to plan their outside work (official, viz. bank/ post office etc.) in a way so that the vehicle can complete a full route and come back. They are also requested to consult SO for a route plan prior to journey and provide approximate time of work (not more than 2 hours) so that they can be picked up too.
8. For official purpose, any member of IASST can be deputed by the authority. In exceptional cases (viz. Bandh, Strikes etc.) vehicles may be used by authority for employee/ student convenience.
9. Time of vehicle use (starting and end) should be entered clearly by the users in the log book with the driver.
10. In the column- "Places visited", the route followed exactly by the vehicle should be entered: i.e. if someone visits Cotton college-Ulubari-IASST, then the entry should be as follows: IASST-COTTON COLLEGE-ULUBARI-IASST
11. User should clearly mention the purpose of visit in the remarks column along with their respective designation.
12. Hiring of vehicles, when required will be done by PRO on receiving approval from the Director which will be recorded in a register by PRO. PRO will ensure that all the hired vehicle approval letters are maintained with the register book. In case, any vehicle is hired on verbal request from the Registrar or Secretary to the Director, the PRO should also ensure that the register is signed. PRO should ensure that bills be submitted by 25th of the month by the travel agency for payment which to be cleared in the same month.
13. Shared trip should be recorded in the log book.
14. Fuel should be purchased from retail petroleum outlets with money receipt/ invoice facility and should be cross checked and signed by person in duty.
15. Saturday trip for the students: The students should enter their names at the reception desk (hostel) latest by 10 am (Saturday) to avail the bus. The driver will decide based on the number of students whether to run bus (>8) or Bolero for the trip.

16. For the evening trip at 7 pm, names should be entered in the register book in the reception desk for both the routes latest by 4 pm every day. Based on the number of passengers, the SO will assign the drivers and vehicle.
17. All the drivers of IASST will take instructions from SO only. The drivers have to ensure the cleanliness of the vehicles, prompt reporting of any problem, maintaining timings, the correct entry in the log books etc. The drivers on scheduled duty have to be present along with vehicle at least 5 minutes prior to journey.
18. Research scholars will be charged for transportation as per the contractual staff.
19. Bus tickets will be issued for occasional travellers such as summer students. IASST staff may also avail the ticketing system for maximum of 7 days (14 rides) a month. For journey upto Jalukbari and Lokhra may be charged Rs 10 and Rs 20 for journey beyond.



विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान

(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग के अधीन एक स्वशासी संस्थान)

विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी-781035, असम: भारत

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

AN AUTONOMOUS R & D INSTITUTE UNDER DEPARTMENT OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA

VIGYAN PATH, PASCHIM BORAGAON, GARCHUK,

GUWAHATI-781035, ASSAM: INDIA

No: IASST/1238/17-18/749-763

Date: 18 April, 2017

OFFICE ORDER

The IASST is gradually expanding its scientific activities. Corresponding to this development the infrastructures and manpower additions are also increasing. One of the part of development a vehicle washing ramp and parking for motorbike/scooter/cycle have been constructed. The facilities for vehicle washing ramp can be utilised by the institute and its staff members as and when felt necessary. For this purpose the following system of operation is going to be introduced by the institute. In this context, the following system have been envisaged for effective utilization of the services being offered by the institute.

RULES FOR UTILISATION OF VEHICLE WASHING RAMP AT IASST, GUWAHATI-781035, ASSAM

- Location:** Adjacent to Motorbike/cycle stand of the institute (IASST).
- Date of operation:** Six days in a week (off day: Wednesday). Working hours: 08:00 a.m. to 01:00 p.m. & 02:00 p.m. to 05:00 p.m.
- Eligibility To enjoy the services:**
1. All vehicles belongs to the IASST, are free of charges
 2. Private/own vehicles of all officials of IASST are chargeable
- Booking procedure For the service:** To be booked at least 3 days earlier prior to date of washing the vehicle.
- Type of services:** Only the external brushing washing of the vehicle with Jet water spraying and cleaning with detergents. Swaping with dry clothes.
- Frequency of washing of office vehicles:** Each office vehicle is to be cleaned every 2/3 days interval, depending upon the dirtiness.

Washing Charges:-

A. Office Vehicles

Buses – 2, Mini Truck – 1 and others – 5 (Not Chargeable)

B. Private/own vehicle of IASST personnel

Car- ₹200, Motor Bike – ₹50, Scooter/Scooty – ₹50 (Chargeable)

ADMINISTRATIVE FORMALITIES/PROCEDURE

1. Responsible Person: Concerned staff to be appointed.
2. Controlling Officer: Dr. M.R. Khan

FUNCTIONS OF RESPONSIBLE PERSON (VEHICLE CLEANER-RAMP SITE):

A. OFFICIAL

1. Collection of indent & execution of duties of washing serially according to the date of booking.
2. To be endorsed by his superior i.e. his controlling authority.
3. Providing the total service up to the satisfaction of the indenter.
4. Collection of service charge from the owner of private vehicles of IASST personnel.
5. Depositing receipt money to the cashier of the institute regularly.
6. He will also take the security charges of motor-bike, scooter, and cycle stand etc simultaneously.

B. WORKING

1. Procurement of cleaning items (i.e. brush, duster, brooms, detergents, soaps, grease, jet sprayer, vacuum cleaner etc) and their maintenance.

2. MAINTAINENCE OF REGISTERS

- a. Booking register for vehicle:
1 no.
- b. Stock/issue register of both non consumable/consumables items:
1 no.
- c. Cash receipt/deposit register:
1 no.

C. CLEANINESS OF THE AREA:

It will be sole responsibility of the concerned cleaner to keep the area utmost clean. The drainage system of the area should be completely free flowing and pollution free. This will be supervised by the Controlling Officer from time to time.

D. Goswami
(D. Goswami)
Registrar

Memo No: IASST/1232/17-18/749-763

Dated: 18.04.2017

Copy to:

1. PS to the Director
2. All the Head in/charge of the Div/Section with a request to circulate among the students and staff
3. FAO
4. Dr. M.R. Khan, Chairman Vehicle Management Committee
5. PRO
6. S.O.(Admin)
7. S.O (Accounts)
8. Asstt. Librarian
9. CIEM
10. Reception
11. Notice Board
12. Concerned file

D. Goswami
D. Goswami



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)
PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35

NOTICE

It is for general information to all concerned that the following decisions has been taken for use of office vehicles.

1. Vehicles will be provided for maximum of 2 hrs to guides for Ph. D. registration, pre submission and viva at Gauhati University.
2. The new Tata bus (36+1 seater) will ply on the Beltola route. The Mahindra bus (30 seater) will ply on Jalukbari route upto Guwahati Club as no staff resides beyond.
3. Research scholars shall be charged for transportation as per the rate applicable for the contractual staff w.e.f. 01/08/2016. The rate of transportation charge of contractual staffs are –
 - i) Consolidated pay upto Rs. 15,000/- p.m. Rs. 200/-p.m.
 - ii) Consolidated pay of Rs. 15,001 to Rs. 25,000/-p.m. Rs. 300/-p.m.
 - iii) Consolidated pay from Rs. 25,001/- p.m. and above Rs. 500/- p.m.
4. Bus tickets shall be issued for occasional travellers such as summer students. IASST staff may also avail the ticketing system for maximum of 7days (14 rides) a month. For journey upto Jalukbari and Lokhara shall be charged Rs. 10/- (Ten) and Rs. 20/- (Twenty) for journey beyond that.

The other terms and conditions will be same as earlier.

The notice has been issued with the approval of the Director, IASST.

(N.S. Sarma)
Registrar(i/c)

Date: 29/07/2016.

Memo No. IASST/579/16-17/ 4869 – 4890

Copy to:

1. PS to the Director, IASST.
2. The FAO, IASST.
3. Dr. M.R. Khan, Chairman, Vehicle Management Committee, IASST.
4. All the Academic Staff of the IASST.
5. Notice Board,
6. Concerned File.

N.S. Sarma



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NOTICE

It is for general information to all concerned that the Notice No. IASST/1159 /15-16/ 5945-5954 Dtd. 17/08/2015 on charges who avail institute transport facility has been partially modified as below:

<u>Sl.No.</u>	<u>Category of employees</u>	<u>Amount to be recovered</u>
1.	Regular employees residing within ½ k.m of the pickup point.	Full Transport Allowance (TA).
2.	Regular employees residing more than ½ k.m. away from the pickup point.	Full Transport Allowance (TA) less Rs. 500/-
3.	Ramalingaswami Fellow, Ramanujan Fellow and INSPIRE Faculty.	Full TA if receipt of TA otherwise Rs. 2000/- (Rupees two thousand) only p.m.
4.	Regular employees availing the facility casually	Proportionate TA for days when availed.
5.	Contractual administrative/technical employees	
(i)	Consolidated pay upto Rs. 15,000/- p.m.	Rs. 200/- p.m.
(ii)	Consolidated pay of Rs. 15,001/- to Rs.25,000/-p.m.	Rs. 300/- p.m.
(iii)	Consolidated pay from Rs. 25,001/-p.m.and above	Rs. 500/- p.m.
6.	For outside students who attend IASST for short Projects	Rs. 10/- per trip.

This notice has been issued with the approval of the Director, IASST.

(D. Goswami)
Registrar
Date: 01/09/2015.

Memo No. IASST/1159/15-16/

Copy to:

1. PS to the Director, IASST.
2. The FAO, IASST.
3. All the Head/Incharge of the Div./Sec., IASST.
4. The Chairman, Transport Committee of the IASST.
5. Acctt. Sec., IASST.
6. Notice Board.
7. Concerned File.

D.Goswami