

## **Guidelines for booking of Institute vehicle**

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) for 24 hours (From 6 AM to 06 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:
  - a) TATA SUMO : For points 2 and 5 : Rs. 5.00 per km.
  - b) TOYOTA Qualis : For points 2 and 5 : Rs. 6.00 per km.
  - c) Ambassador/Esteem : For points 2 and 5 : Rs. 8.00 per km.
  - d) Swaraj Mazda Bus : For point 2 : Rs. 8.00 per km.
  - e) TATA Bus : For point 2 : Rs. 10.00 per km.
  - f) Ambulance : For point 6 : Rs. 5.00 per km.
10. **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. 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. 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. Any other cases or discrepancies will be decided by the Director.
11. All other conditions will remain same as applicable presently.
12. Any other cases or discrepancies will be decided by the Director.