



Transport Request Policy

1. General

In view of isolated location of present BSDU campus, employees are facing problems about their movement for official and personal work. No public transport is available due to large distances and taxis and auto operators are also not available around the campus. Even when any taxi is available, their charges are too exorbitant. In order to help the employees under these circumstances, the university will provide vehicles to the employees both for official and non-official movements. Since, the BSDU has limited number of vehicles, this policy document lays down the guidelines and procedure for providing this facility to the employees.

2. Policy Guidelines

Following guidelines will be observed while requesting for a vehicle for any official or non-official use:-

- a. University vehicle will be provided based on availability only.
- b. In case of non-availability of vehicle at a given time, the Provost/Registrar will hire a vehicle depending on the urgency of the situation.
- c. As a general rule, all employees except those provided with dedicated vehicles will travel from their residences to office and back under their own arrangements.
- d. For any official duties, university vehicle will be provided from office to place of work and back.
- e. However, for any personal work, BSDU vehicle may be provided on payment depending upon availability of the same (Refer para- 4 and 5 below).
- f. For employees travelling from Jaipur to university and back, a bus is being provided from dedicated pick-up points only. Employees can avail bus facility by travelling to the nearest pick-up point under own arrangements and board the bus. Similarly, the bus will drop the employees at the dedicated points only and the employees will be expected to move to their places of residence under own arrangements. The employees who wish to avail bus facility must put up an application in writing to the Provost who will make necessary arrangements in the bus depending upon availability of seats.
- g. In case any employee is required to work before or after office hours, university vehicle will be provided to a dedicated pick-up point. However, such a request must reach the Provost a day prior to any such requirement.

Transport Availability for Senior Officials

- a. Since the university has only a limited number of vehicles, it is not possible to provide dedicated vehicles to all the senior officials. They are expected to travel from their places of residences to university and back under their own arrangements. Transport allowance is being provided for this purpose.
- b. However, for any official movements from the university, vehicle from central pool/hired vehicles will be provided on requirement basis.
- c. The senior official of the level of Professor are requested to inform the Provost about requirement of vehicle either through mail or telephone at least 24 hours in advance.
- d. However, In case of emergency, immediate request can be made.

4. Travel to Airport/Bus Stand/Railway Station for Outstation Movements

- a. University officials proceeding on duty will be provided vehicle from residence/office to Airport/Bus Stand/Railway Station as the case may be depending upon availability.
- b. If no vehicle is available, a taxi can be hired and reimbursement claimed.

5. Outstation Move on Leave etc. and Receiving/Seeing-off of Family Members

- a. A university vehicle will be provided once a month free of charge.
- b. The vehicle so provided will be for one complete trip of to and fro movement, i.e. the person can be dropped and received once in a month only.
- c. Separate charges will be levied if the vehicle is requested for more than once in a month. Also, depending upon availability, a hired vehicle will be provided in such cases.

6. Medical Emergency.

- a. In case of any medical emergency, an ambulance will be provided from residence/university to hospital and back as the case may be.
- b. The medical emergency request should be made immediately on telephone to Provost/Registrar/Assistant Manager Administration.
- c. The vehicle will be detailed by any-one of the above officials immediately on priority.

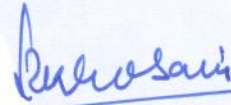
For Students and Other Staff.

- a. Students and other staff proceeding on leave will put up their request in the request book at least 24 hours in advance,
- b. Pooling of vehicles will be done and students and employees will be provided vehicle collectively while proceeding on duty or leave etc.
- c. Any employee proceeding on any emergency leave may be provided a vehicle to Airport/Bus Stand/ Railway Station as the case may be.

Procedure

8. Following procedure will be followed for demand of a vehicle:-
 - a. Senior employees (Professors and above) may inform Provost either through mail or on telephone preferably 24 hours in advance. However, emergency request can be made as and when required.
 - b. All other employees must put in their request in the Request Book held with Assistant Manager, Administration preferably 24 hours in advance for proper derailment of a vehicle.
 - c. Any emergency request can be made at any time. But it should be as an exception rather than a rule.
 - d. Assistant Manager Administration will detail the vehicle as per availability of the same.
 - e. Assistant Manager Administration will immediately contact Provost in case of non-availability of a vehicle to make any alternate arrangements.
 - f. Assistant Manager Administration will put up the request book to the Provost every-day before 5 PM for scrutiny.
9. **Conclusion.**

The guidelines and the procedure has been laid down to make the employees comfortable with-in the limited university resources. However, the facility being provided is a matter of privilege and not right. All efforts will be made to ensure compliance of this Transport Request Policy.



(Col R.K. Gosain)
Provost BSDU